



---

## **JOB DESCRIPTION**

**POSITION TITLE:** ASSISTANT CONTROLLER

**REPORTS TO:** EXECUTIVE DIRECTOR

### **POSITION SUMMARY:**

The Assistant Controller will be responsible for all finance and accounting functions for the Foundation. This position has an opportunity for growth to ultimately advance to the Controller/CFO and play a critical role in partnering with JEF's executive team, making actionable strategic recommendations to ensure effective and efficient financial and operational systems and processes are in place to support and grow the organization as JEF continues to increase its assets under management and enhance donor relationships.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

#### **Finance and Accounting**

- Oversee all accounting functions to ensure proper maintenance of all accounting systems and controls
- Process all grant distributions, accounts payable and checks/ACH payments
- Process all contributions and deposits
- Prepare transfers necessary for all distributions
- Prepare monthly reconciliations of all bank and investment accounts
- Oversee all aspects of the monthly close process
- Perform unitized accounting for all investment pools using a specialized module in the accounting system (FACTS)
- Maintain all activities of the general ledger
- Oversee preparation of fund statements
- Maintenance and accounting for all trusts, annuities, and life insurance policies
- Continuously assess and streamline processes to ensure efficiency and effectiveness to support operations and growth
- Ensure accurate, timely, and meaningful financial data and financial reporting for the Executive Director, Finance and Investment Committees, and the Board of Directors to guide the organization toward its strategic goals
- Oversee the preparation of the annual budget and manage organizational cash flow and forecasting
- Prepare and effectively communicate and/or present key financial and operational information to Board of Directors and Finance and Investment Committees
- Manage relationships with financial institutions
- Manage risk and safeguard resources through risk mitigation strategies including internal controls, contract management and other legal activities, and appropriate insurance
- Responsible for the timely planning, coordination, and completion of the external audit and multiple tax returns for JEF, all supporting organizations and trusts.
- Update and implement all necessary business policies and accounting practices; improve the finance department's overall policy and procedure manual
- Oversee Funds Administration/Donor Relations to ensure the continuing strategic use of technology and data analysis to advance JEF's mission and to support both the grantmaking and legacy-building teams
- Ensure legal and regulatory compliance regarding all financial functions.
- Handle any other duties assigned by the Executive Director

**Human Resources**

- Provide fiduciary oversight of the benefits plan
- Process and record payroll
- Track employee leave records
- Retain historical human resource records by designing a filing and retrieval system and keeping past and current records

**QUALIFICATIONS:**

- At least 5 years of successful, relevant experience in a complex organization required
- Bachelor's degree in Accounting required
- Strong IT skills required
- Experience with fund accounting preferred
- Public accounting and nonprofit accounting experience preferred
- Experience with or knowledge of investments helpful
- Knowledge of best practices in financial planning and reporting, budgeting, investments, and information technology

**COMPETENCIES:**

- Strong problem-solving skills to identify challenges and recommend/implement solutions
- Exceptional leadership skills with the ability to delegate, motivate, and inspire the team
- Proven track record of setting and achieving organizational goals
- Excellent communication and presentation skills
- Exhibits a positive, collaborative, and professional demeanor
- Effectively work in a team-based, complex, fast-paced environment
- Practice a high level of integrity and discretion
- Ability to maintain and respect sensitive, private, and confidential information related to grantmaking, specifically donors and fundholders

**PHYSICAL REQUIREMENTS:**

Intermittent periods of standing and walking with extended periods of sitting. Must have excellent visual acuity for work with systems and records. Position requires average hearing and verbal ability to communicate with JEF staff, donors, volunteers, vendors, and others. The employee must occasionally lift and/or move up to ten pounds.

JEF requires all employees to be fully vaccinated against COVID-19 or have received an exemption by the Executive Director.

**COMPENSATION:**

The salary range for this position is \$65,000-80,000 plus a comprehensive benefits package that includes:

- Comprehensive medical, dental, and vision coverage
- Generous paid vacation and sick leave
- Paid holidays, including multiple Jewish holidays
- Matching 401(k) plan



---

**APPLICATION:**

Qualified, interested candidates should send a cover letter, resume, and three references (at least two of which should be professional references) by email only to Bobby Garon at [bobby@jefno.org](mailto:bobby@jefno.org).

*The Jewish Endowment Foundation of Louisiana provides equal employment opportunities to all applicants and prohibits discrimination regarding race, religion, age, sex, national origin, sexual orientation, gender identity or expression.*