

ABOUT THE MEYER FOUNDATION

The Meyer Foundation invests in solutions that build an equitable Washington region in which economically vulnerable people thrive, and envisions a just, connected, and inclusive Greater Washington* community in which **systemic racism** and its consequences no longer exist. Over the past 75 years, building on the legacy of its founders Eugene and Agnes E. Meyer, the Foundation has been a leader in the Washington region, making philanthropic investments with a deep focus and expertise in non-profit capacity building.

As the Foundation assesses the current socioeconomic climate of the Greater Washington region and inequities that have long persisted in many communities, it recognizes that new strategies and ideas that more directly challenge the status quo are necessary. The Foundation is identifying ways to leverage all its assets—including capacity building, communications, convening power, and collective action—to tackle the root causes of longstanding inequity—namely, structural and systemic racism. Meyer acknowledges that there are significant, interrelated challenges facing many residents in the region, and envisions solutions that go beyond the traditional bounds of philanthropy.

Meyer focuses its efforts on the core programmatic goals of achieving racial equity in housing, jobs, education, and asset-building in the Greater Washington region. The Foundation's work to examine and confront racism is evolving and will continue to take place at the programmatic level and throughout the organization as each aspect of the Foundation is explored for opportunities to achieve racial equity.

The Foundation has an endowment of \$220 million and in 2016, the Meyer Foundation awarded nearly \$7.2M across the Greater Washington region. Looking ahead, the Foundation will explore opportunities to more intentionally address the systems, practices, and norms that perpetuate poverty and systemic racism.

Under the leadership of President and CEO Nicky Goren, the Foundation seeks team members who are committed to racial justice and equity and who can help advance this goal of the foundation during this time of change.

With a full staff of 18 people, all based in the Dupont Circle office, the Foundation is working to build a close-knit team culture. Each member of the Meyer Foundation team is committed to the work because of their dedication to addressing the community issues most pertinent to the Greater Washington region. The Foundation upholds its commitment to the professional and personal development of each person on staff and to valuing work/life balance for team members.

For more information about the Meyer Foundation, please visit meyerfoundation.org.

FOR MORE INFORMATION ABOUT THE MEYER FOUNDATION, PLEASE VISIT
MEYERFOUNDATION.ORG

THE OPPORTUNITY

The Meyer Foundation seeks an analytical and hands on Controller to serve as a critical member of the Foundation's finance and operations team. Reporting to the Vice President for Finance and Operations, the Controller will work in close collaboration with the finance and operations team, internal colleagues, and external vendors building strong relationships. The Foundation's commitment to integrating racial justice

* Greater Washington, DC region defined by the Foundation as: Washington, DC; Montgomery and Prince George's Counties, Maryland; Arlington, Fairfax, and Prince William Counties, Virginia; the Cities of Alexandria, Falls Church, Manassas, and Manassas Park, Virginia

into all its work provides a compelling opportunity for the Controller to find ways to bring greater equity to the finance function.

The Controller is responsible for the accounting function of the Foundation, including: reconciling simple to complex investment accounts and bank accounts, managing banking relationships, preparing for the year-end financial statement audit and the annual tax return, processing payroll and the associated benefits, financial statement preparation, grant monitoring, annual budget preparation, and managing the fixed assets database. This position will also improve and develop internal controls, guidelines, and procedures, as necessary. The Controller is charged with ensuring these functions align with Foundation goals and values.

As a member of the Meyer Foundation team, the Controller will be expected to be actively engaged in informal and formal team building, facilitation of meetings, participate on internal committees, and actively participate in racial equity work. All members of the Meyer Foundation are encouraged to be curious and creative in their approaches, maintain an open mind, and push themselves to be an inclusive corporate citizen. Candidates should bring a sense of curiosity to the position and seek to understand the story behind and the implications of the Foundation's accounting activities.

CANDIDATE PROFILE

The Controller should be an experienced and detail-oriented finance/accounting professional with a sound knowledge of GAAP, and should have a commitment to racial equity. Candidates must have the ability to fully engage in conversations about race and racism on a personal, institutional and systemic level to advance the Foundation's goals related to racial equity and justice.

Competitive candidates for the Controller position will have held finance roles of increasing responsibility to include interacting with the Board of Directors and working with Board committees. Experience in the philanthropic sector is not necessary. Additionally, candidates will need to have the ability to maintain a high-level perspective on the accounting and finance processes, while conducting very detailed work on a daily basis. A successful candidate will be curious, willing to participate in work outside of their specific function, and open to challenge themselves and those around them.

Responsibilities for the Controller include, but are not limited to, the following:

Daily/On-going

- Act as the daily point of contact to banking partners.
- Responsible for managing the migration to the Foundation's new banking partner and implementing the related banking services.
- Maintain focus on the detailed accounting practice, while also maintaining a "big picture" view of the accounting function.
- Develop controls for new financial processes and assist with creating or updating current procedures.
- Maintain a high level of understanding of the Accounts Payable and Accounts Receivable process, including partnering with employees who are responsible for these activities.
- Ability to work autonomously; own a body of work and work with their teammates.

Bi -Weekly

- Process payroll and benefits, and record payroll activity in the general ledger. Reconcile quarterly 941 payroll reports.

Monthly

- Reconcile the Foundation's investment portfolio by reconciling investment accounts, preparing investment schedules, and recording the associated investment activity in the general ledger.

- Manage the Foundation's cash position by reconciling cash accounts, recording required journal entries in the general ledger, resolving any discrepancies or stale dated items, and preparing cash forecasts.
- Prepare the Budget vs. Actual Expense Report to monitor the Foundation's spending and analyze significant variances and trends.
- Monitor the Foundation's financial performance and regulatory compliance by preparing grant target and charitable spending reports.
- Manage the fixed asset system and record depreciation related journal entries.

Quarterly

- Run the quarterly budget reforecasting meeting with the Senior Leadership Team.
- Attend committee and Board meetings.
- Collaborate with the Vice President for Finance and Operations to evaluate the Foundation's risk and update the risk matrix.

Annually

- Collaborate with the Finance and Operations Team to formulate the annual budget for presentation to the Finance Committee and the Board.
- Prepare audit and tax related documents in conjunction with the year-end financial statement audit and preparation of the tax return. Respond to questions from the auditors.
- Ensure accurate and proper documentation is maintained to substantiate all year-end audit schedules, tax return schedules, and the annual budget request.
- Prepare designated schedules to assist with preparing the annual tax return.

Supervisory Responsibilities

This job has no supervisory responsibilities but receives administrative support from the team's finance associate.

Education and/or Experience

- Bachelor's degree in accounting or finance from a four-year college or university and five (5) to ten (10) years of accounting experience.
- Nonprofit experience is a plus but not required.
- MBA, Master's in Accounting or CPA designation is a plus but not required.
- Willingness to be hands-on in a small collegial environment.
- Solid understanding of GAAP, accounting, financial management and related compliance requirements for private foundations.
- Strong project management skills required.
- Keen analytical and organization skills.
- Strong interpersonal skills, including the ability to communicate financial information to non-financial staff.
- Proficient using Excel.
- Ability to prioritize multiple responsibilities effectively.
- Detailed oriented with patience and determination to explore the problem and all of its elements through to a solution.
- Experience working with accounting software.
- Experience and/or interest in working on racial justice.
- Impact investing experience a plus.
- Proficient in use of computer technology primarily in Microsoft Excel and Office Suite.

Personal Characteristics and Values

- Proven ability to listen, discern challenges, and identify solutions.
- Partnership approach and ability to effectively work with different workstyles.
- An analytical thinker who can develop and apply strategy using a thoughtful and inclusive approach.

- Open-minded and committed to honest and candid conversations and self-reflection about race, racial justice, and equity.
- Transparent, humble, and collaborative leadership style with Board, staff, grantees, and other stakeholders.
- Enthusiasm for organizational change and patience during the change process.

To apply, submit resume and cover letter in **Microsoft Word** format, indicating salary preferences to jobs@meyerfdn.org. Please include "Controller" in the email subject line. We review all submittals and contact qualified candidates by telephone or email. No telephone inquiries accepted. This position is open until filled.