



Assistant Controller

The William Davidson Foundation, a private family foundation, dedicated to advancing the economic, cultural, and civic vitality of Southeast Michigan, the State of Israel, and the Jewish community is now seeking nominations and applications for the position of **Assistant Controller**.

The Foundation is committed to honoring and carrying forward the philanthropic legacy of its founder, William Davidson. The priorities that shaped his life now inspire the Foundation's work. With assets of \$1.7 billion, the Foundation collaborates with partners to stimulate innovation, develop leadership, sustain valuable programming, and tackle the critical problems in these four focus areas: Jewish Life, Economic Vitality, Cultural and Civic Vitality, and Education.

The Assistant Controller is a key contributor to the Finance team, responsible for providing accounting, financial analysis, reporting, payroll, accounts payable, and audit support to the Foundation. This position works collaboratively with Finance and Operations and Program teams and reports directly into the Controller.

This is a full-time position located in Troy, Michigan.

PRINCIPAL RESPONSIBILITIES

Duties and responsibilities include, but are not limited to;

Financial Accounting and Reporting

- Prepare monthly financial statements and associated entries including investment transactions and other monthly journal entries.
- Assist with maintenance of grant list and pipeline reports, including proper recording of grants after board approval, payment, and recognition of liabilities for multi-year grants.
- Reconcile monthly investment custodial reports, consultant reports, and manager statements. Ensure performance reporting and transaction records are complete and accurate. Track and record all cash movements, ensuring proper recording and classification of all investments.
- Responsible for second review and approval of employee and director expense reports.

Payroll and Accounts Payable

- Administer payroll and benefits and appropriate reporting and reconciliations.
- Assist with workpapers to prepare 1099, 1096 and 1042 statements.
- Serve as a backup for accounts payable processing.

Annual Audit & 990PF and 990T tax preparation

- Assist Controller with annual audit process, including preparation of annual audit schedules, statements, and footnotes.



- Assist Controller in preparing annual tax 990PF and 990T workpapers for the Foundation's tax advisors. This includes compilation of financial statement data, K1 statements, and state and federal UBTI information.
- Assist tax advisors with gathering information relevant to all additional tax filings, including Forms 926, 8886, 8621, 5471, and others as needed.

Grants management

- Provide financial analysis assistance to program team members as requested for potential and current grantees.
- Assist grants management with accounting-related projects as assigned by the Controller or Vice President & CFO.

Other duties as assigned, including:

- Responsible for completing surveys for annual membership groups and U.S. Census Bureau.
- Complete special projects as assigned by the Controller or Vice President & CFO.

PROFESSIONAL EXPERIENCE & REQUIREMENTS

- Bachelor's Degree required in accounting or related field; CPA preferred.
- Minimum of two to five years' experience in financial accounting and/or public accounting.
- Understanding of specific issues relevant to private foundations with complex investment structures, including demonstrated experience in private foundation taxes and accounting and audits under GAAP preferred.
- Highly proficient with Microsoft Office Suite and spreadsheet analysis.
- Excellent multitasking, organizational skills, and time-management, with ability to prioritize tasks and projects and meet deadlines.
- Strong analytical skills.
- Strong attention to detail able to follow instructions precisely, review documents for accuracy, and respectful of deadlines.
- Customer service orientation and ability to respond to staff and stakeholders with sensitivity, patience, and timeliness.
- Thrives in a team environment, effective at building and maintaining collaborative relationships, and positively contributes to the organizational culture.
- Excellent work ethic, integrity, and must possess a high level of discretion, confidentiality, and independent judgement.

RELATIONSHIPS

- Reports to and is accountable to the Controller.
- Member of Finance team within the Operations department.
- Works with the Foundation's external auditors, tax advisors, bankers, and investment advisors.
- Works collaboratively with all members of the Foundation's staff.

**HOW TO APPLY:**

Applications including a cover letter describing your interest and qualifications and your resume (in Word format) should be sent to: jobs@williamdavidson.org. No phone calls please.

More information about the William Davidson Foundation can be found at: <https://williamdavidson.org>.

The William Davidson Foundation is an equal opportunity employer and proudly values diversity. Candidates of all backgrounds are encouraged to apply.