

## Senior Accountant/Controller

### Our Story

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Over many decades, Conrad Prebys built an expansive real estate company and became one of the largest private owners of residential multi-family properties in San Diego County. During his later years, he generously dedicated his resources to the community through charities, donating over \$350 million before his passing in 2016. To ensure his vision extended beyond his life, The Conrad Prebys Foundation (TCPF) was created to perpetuate his commitment to philanthropic endeavors in San Diego.

Now one of the largest grantmaking organizations in San Diego, The Conrad Prebys Foundation is committed to improving lives and providing opportunities for all San Diegans. Consistent with the legacy of Conrad Prebys, TCPF is dedicated to meeting community needs through impactful grantmaking and strategic initiatives in the focus areas of visual and performing arts, higher education, youth development, healthcare, and medical research. With assets over \$1 billion and grantmaking that will exceed \$50 million annually, TCPF is in the early stages of shaping its strategic trajectory and approach to impact for each of its program areas.

### Leadership & Culture

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The Conrad Prebys Foundation is led by a dynamic senior leadership team dedicated to fostering a culture of individual growth and collective success. TCPF is committed to creating an environment where team members can bring their full and authentic selves and are supported to prosper in work and in life. TCPF's Chief Executive Officer, Grant Oliphant, joined the team in March 2022. Grant's passion for and wide range of experience with place-based philanthropy has already begun to take TCPF to new heights, through strategic development and a plan for significant operational growth. The Sr. Accountant/Controller will report to our Chief Finance Officer, Gil Alvarado, a financial executive with substantial experience in philanthropy, finance, and institutional investing. They will join a growing supportive team of exceptionally talented, mission-driven staff, working collaboratively to build a strong foundation for TCPF to strengthen San Diego's future.

### Benefits & Features

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- Salary: \$110,000 - \$150,000
- 100% medical, dental, and vision coverage for employee and eligible dependents
- Life, AD&D, and disability insurance
- 401(k)
- 3 weeks paid time off
- 40 hours of paid sick leave
- 11 paid holidays
- Normal and reasonable expenses will be reimbursed per company policy including an annual home office stipend, cell phone reimbursement, and mileage
- To encourage the personal philanthropy of employees, the Foundation matches eligible charitable contributions

## **Location**

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This is a hybrid role with an office currently located at 1660 Hotel Circle North, Suite 710, San Diego, CA 92108. Employees work onsite for designated days, allowing for schedule adjustments as the needs of the Foundation and work assignments change.

## **Position Summary**

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The Conrad Prebys Foundation is embarking on a journey of strategic development and operational growth. With an annual grant and administrative budget of approximately \$60-\$70 million, the Sr. Accountant/Controller represents an exceedingly rare opportunity to immediately contribute as a key member of the accounting team. Reporting to the CFO, the Sr. Accountant/Controller will be responsible for directing TCPF's daily accounting, cash flow, and budget functions. They will develop, administer, and prepare financial statements to ensure compliance with generally accepted accounting policies and procedures ("GAAP"). In close partnership with the CFO and the Director of Operations, the Sr. Accountant/Controller will also play a significant role in developing processes and procedures to support the implementation of a new accounting system. This role will be tactical, with the required ability to "deep dive" into the details. This is an excellent opportunity for a dynamic accounting professional with a depth of "GAAP" knowledge and a track record of working with a high degree of efficiency and transparency to ensure that the Foundation's financial oversight is of the highest caliber.

## **Duties & Responsibilities**

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### **General Accounting and Reporting**

- Post day-to-day transactions, maintain the general ledger and other accounting records needed to prepare the financial statements and other required financial data and post journal entries.
- Perform monthly bank reconciliations on a timely basis.
- Update charts of accounts, vendor listings, and accounting system reports.
- Collect supporting documents for payment of vendor invoices and grants.
- Deposit cash or check receipts and post them to the general ledger.
- Prepare monthly internal financial statements and analyses for CFO and senior management.
- Prepare quarterly internal financial statements for Board presentation (GAAP compliant).
- Maintain current relevant knowledge of "GAAP" by participating in professional accounting societies, trainings, and continuing professional education.
- Evaluate and streamline accounting processes and software.
- Develop automation and integration where applicable and feasible.
- In collaboration with the CFO, develop and maintain a grant encumbrance strategy.

### **Investment Accounting and Custody**

- Post investment activity and reconcile investment balances monthly.
- Collaborate with the investment advisors on tracking and processing capital, distributions, and reporting to the CFO on investment cash flow.

### **Audit, Tax Compliance**

- Prepare IRS Forms 1099 and 1096, and partner with the tax consultants and CFO to prepare tax returns, IRS 990PF, IRS 990T, and state UBIT payments, if applicable.
- Assist the CFO with estimating excise payment calculations.
- Create and implement a quarterly internal audit process.
- In coordination with the auditors, assist in preparing audit schedules, financial statements, and footnotes for TCPF's year-end financial statement audit.
- Liaise with and provide support to auditors during the annual audit.

- Collaborate with the CFO to gain current knowledge of regulatory requirements affecting foundations and philanthropy.

#### **Budget**

- Partner with the CFO and senior management to prepare annual capital and operating budgets.
- Assist in calculating cash flow projections, and preparing financial analyses, memos, and reports as requested.
- Perform periodic reviews of budget versus actuals with variance analyses and track disbursements to ensure IRS minimum distribution requirements are met.
- Create and implement a variance reporting process, and a variance and/or budget revision approval process.
- In collaboration with TCPF's Certified Public Accounting firm, restructure TCPF's chart of accounts.

#### **Banking**

- Ensure compliance with the management of internal banking policies and procedures.
- Promptly reconcile all monthly bank statements, including custodian cash, and initiate interbank transfers as necessary.
- Oversee vendor management and accounts payable functions for vendors and employees, including creating, implementing, and maintaining appropriate vendor forms and records.
- Review and approve invoices for payment and integration into the accounting systems.
- Recreate/standardize the expense reimbursement process.
- Create and implement a streamlined credit card transaction process.
- Manage and track credit card use and personal expense reports, ensuring reports are completed promptly.

#### **Payroll**

- Support the processing of semi-monthly payroll and 401(k) contributions.
- Review and reconcile quarterly payroll tax returns.

#### **Project Support**

- Under the direction of the Director of Operations, support the Real Estate Subsidiary Accounting.
- In collaboration with TCPF's outsourced vendors and accounting firm, assist in coordinating and reviewing quarterly financial reports and distributions.
- Maintain separate financials and coordinate tax filings for the LLCs.

#### **Background Profile**

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- Experience providing accounting and reporting support to a dynamic team in a fast-paced organization.
- Strong organization and prioritization skills with the ability to manage several projects simultaneously, with exceptional attention to detail; initiative-taking; motivated, with a positive personality and excellent follow-through.
- Entrepreneurial mindset, taking an iterative approach to systems and processes design; highly collaborative.
- Excellent interpersonal and communication skills, written and oral; ability to work effectively with a variety of people.
- Successful experience with accounting and systems implementation.
- Proficient with Microsoft Office 365.

**COVID-19 Protocols**

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The Conrad Prebys Foundation follows all California and San Diego regulations and ordinances related to COVID-19. Further TCPF adheres to CDC guidelines in determining in-office and onsite protocols in cases of employee exposure.

**Equal Opportunity Employer**

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The Conrad Prebys Foundation is an equal opportunity employer. We celebrate diversity and are committed to creating a positive and inclusive work environment for all employees. We encourage applicants of all backgrounds.

**For more information or to apply, please contact:**

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