

## Assistant Controller, University of Colorado Foundation Job Announcement

**Position Title:** Assistant Controller  
**Reports To:** Controller  
**Hiring Salary Range:** \$97,000- \$113,500  
**Position Status:** Full Time, Exempt  
**Posting Dates:** June 29, 2022 – July 29, 2022

### Position Summary

The CU Foundation is seeking a full-time Assistant Controller who will report directly to the Controller and will be a key business partner to the Controller and CFO. This position will have two direct reports from the accounting team and will take an active role in the month-end closing process and year-end audit to ensure the proper recording of activities. This position will take a lead role in processing complex transactions related to security sales, real estate sales, and other transactions ensuring accuracy in accounting for these transactions using GAAP guidelines. The successful applicant will have the skills necessary to develop, interpret, and implement moderate to complex financial accounting concepts or techniques for financial planning, reporting, and control.

### ESSENTIAL DUTIES

- Records/approves accounting transactions within the guidelines of Generally Accepted Accounting Principles (GAAP) and not-for-profit accounting.
- Participates in policy, procedure and guideline reviews and updates to ensure strong internal controls across all accounting functions.
- Prepares and tracks key performances metrics for the CFO and Controller.
- Conducts and structures report training for CU constituents.
- Prepares monthly, quarterly, and annual financial statements as required and prepares variance analysis.
- Works with the CFO and Controller to prepare required committee packets and presentations.
- Posts and reviews journal entries as required.
- Takes an active and lead role in the annual endowment status reports (ESRs) for donors.
- Manages annual distribution process, including budget, review, and allocation
- Reviews, posts and/or adjusts complex gift transactions. Recommends proper accounting treatment of gifts and pledges to the Controller or CFO.
- Performs backup duties in multiple areas when other accounting staff are out of the office.
- Assists the Controller and CFO in identifying and mitigating organizational risk.
- Assists with the annual audit, tax returns and other compliance tasks.
- Supervises two accounting staff members and cross trains as appropriate.

- Continually documents processes and recommends improvements for all assigned duties. Participates and takes a lead role in automation projects.
- Other duties as assigned.

## **COMPETENCIES**

- Strong current knowledge of Generally Accepted Accounting Principles (GAAP).
- Proven ability to apply broad conceptual judgment and initiative to deal with complex accounting issues.
- Strong problem solving and analytical skills.
- Thorough knowledge of financial and Internal Revenue Service regulations.
- Solid ability to communicate verbally and in writing.
- Solid ability to organize, manage and prioritize multiple tasks simultaneously, meet deadlines and follow up to ensure completion/resolution.
- Computer proficiency required, especially as related to the software referenced under “software utilized” (see below).
- Must be open to taking on new duties and projects. Flexibility is required.
- Ability to function in a team-oriented environment.

## **EDUCATION**

- Bachelor of Science Degree in accounting or equivalent combination of education and experience required; CPA required.

## **EXPERIENCE**

- Minimum of five (5) years accounting experience required, preferably in auditing and non-profit accounting.

## **SOFTWARE UTILIZED**

- Microsoft Office Products, including Word, Excel, Outlook; accounting software; donor database software. Experience with Blackbaud’s Financial Edge software and Salesforce a plus.

## **Supervisory Responsibility**

- Supervisory responsibilities are required for this position.

## PHYSICAL DEMANDS AND WORKING CONDITIONS

- Work in a normal office environment requiring light physical effort by handling objects up to 20 pounds occasionally and/or up to 10 pounds frequently
- Stationary at a desk for most of day, working with standard office equipment (such as phone, fax and personal computer).

NOTE: This job description is not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with the job.

## COMPENSATION

Starting salary is based on education, experience, skills, and other job-related factors. The hiring salary range for this position is: \$97,000- \$113,500. This position is eligible for a full and competitive benefits package, which includes:

- **Medical:** Three plan options
- **Dental:** Two plan options
- **Additional Insurance:** Disability, Life, and Vision
- **Retirement 401(k) Plan:** Employer contributes up to 6% of your annual compensation, per plan terms
- **Paid Time Off:**
  - Paid Time Off: 25 (*first two years*)
  - Holidays: 12 days
- ***In-Office/Remote hybrid work schedule offered***

TO APPLY: Interested applicants should submit a resume, cover letter of interest, and contact information for up to three professional references to [HR@cufund.org](mailto:HR@cufund.org)

All applications must be received no later than 4:00 p.m. on Friday, July 29, 2022, to be considered.

**ANTI-DISCRIMINATION POLICY:** The University of Colorado Foundation is an Equal Opportunity Employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion (creed), sex, national origin, disability status, marital status, sexual orientation, military status, gender, gender expression, age, protected status, or any other characteristic protected by law.

The University of Colorado Foundation practices and champions inclusiveness in our community. We honor the diverse strengths, needs, voices, and backgrounds of all members of our community. Black, Indigenous, People of Color, others who identify as nonwhite, people with disabilities, members of the LGBTQIA+ community, and those from traditionally marginalized communities are especially encouraged to apply for this role.

## **About the University of Colorado Foundation:**

For over 55 years, the University of Colorado Foundation has partnered with the University of Colorado to enhance philanthropic support for CU. Private support for the University, given through the philanthropic portal of the Foundation, enables the University to transform lives through education, research, clinical care, and community engagement. The Foundation focuses its efforts on donor stewardship through customer service and assurance in gift acceptance, processing and administration. During the fiscal year ended June 30, 2021, the Foundation processed over 54,000 gifts and commitments. The Foundation invests and allocates gift funds in a manner consistent with the purposes established by donors and distributes dollars from its managed funds to support a wide variety of programs and activities throughout the University system and on its four campuses.

The Foundation has over \$3 billion in assets under management, including more than 3,000 endowment funds. As of June 30, 2021, the Foundation's long-term investment pool was valued at \$2.6 billion, including \$2.1 billion in CU endowments and \$330 million in CU treasury funds. At that date, the Foundation's short-term investment pool comprised of current funds, endowment distributions and unrestricted assets was valued at \$427 million. The Foundation follows an outsourced chief investment officer model and contracts investment services through an investment management firm.

The Foundation's revenue is derived primarily from an annual assessment on its long-term investment pool and a monthly distribution from its short-term investment pool. Of the \$40 million in revenue expected in fiscal year 2022, the Foundation will retain \$5.4 million to fund its operations and it will transfer \$34.6 million to the University to fund CU Advancement's operations and IT investments.

The Foundation is a 501(3)c public charity governed by an independent Board of Directors. Board committees include an Investment Policy Committee, a Finance/Operations Committee, and an Audit Committee. The Foundation's day-to-day operations are carried out by an administrative staff of approximately 20 individuals overseen by the Foundation's President and CEO.