

JOB DESCRIPTION	
Job Title:	Assistant Controller
Department/Group:	Finance and Accounting
Location:	1800 Grant Street, Suite 725 Denver, CO 80203
Reports To:	Controller
FLSA Status:	Exempt
Hiring Salary Range:	\$92,055 – \$108,300. The hiring salary range represents the low and high end of the University of Colorado Foundation’s hiring salary range for this position. Actual salaries will vary based on various factors including but not limited to experience, education, training, responsibilities, and regular and/or necessary travel. The range listed is just one component of the University of Colorado Foundation’s total compensation package for employees.
Benefits Summary:	<ul style="list-style-type: none"> • 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 gross pay, per plan terms • Paid Time Off: <ul style="list-style-type: none"> ○ Vacation and Sick Days: 25 (<i>first two years</i>) ○ Holiday Days: 10 days

Job Purpose

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

1. Records/approves accounting transactions within the guidelines of Generally Accepted Accounting Principles (GAAP) and not-for-profit accounting.
2. Participates in policy, procedure and guideline reviews and updates to ensure strong internal controls across all accounting functions.
3. Prepares and tracks key performances metrics for the CFO and Controller.
4. Conducts and structures report training for CU constituents.
5. Prepares monthly, quarterly and annual financial statements as required and prepares variance analysis.
6. Works with the CFO and Controller to prepare required committee packets and presentations.

7. Posts and reviews journal entries as required.
8. Takes an active and lead role in the annual endowment status reports (ESRs) for donors.
9. Reviews, posts and/or adjusts complex gift transactions. Recommends proper accounting treatment of gifts and pledges to the Controller or CFO.
10. Performs backup duties in multiple areas when other accounting staff are out of the office.
11. Assists the Controller and CFO in identifying and mitigating organizational risk.
12. Assists with the annual audit, tax returns and other compliance tasks.
13. Supervises two accounting staff members and cross trains as appropriate.
14. Continually documents processes and recommends improvements for all assigned duties. Participates and takes a lead role in automation projects.

Other Duties As Assigned

job Specifications
<p>Knowledge and Skills</p> <ul style="list-style-type: none"> • 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.
<p>Education</p> <p>Bachelor of Science Degree in accounting or equivalent combination of education and experience required; CPA required. MBA a plus.</p>
<p>Experience</p> <p>Minimum of seven (7) years accounting experience required, preferably in auditing and non-profit accounting.</p>
<p>Software Utilized</p> <p>Microsoft Office Products, including Word, Excel, Outlook; accounting software; donor database software. Experience with Blackbaud’s Financial Edge software a plus.</p>

Supervisory Responsibility

Required for this position.

Physical Demands and Working Conditions

Works in normal office environment requiring light physical effort by handling objects up to 20 pounds occasionally and/or up to 10 pounds frequently. Works with standard office equipment (such as phone, fax, and personal computer). Ability to navigate stairs frequently during the course of a business day in various work locations. Sitting at a desk for most of the day and working with computer.

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

The University of Colorado Foundation is an equal opportunity/equal access/affirmative action employer that strives to develop and maintain a diverse workforce. The Foundation is committed to providing equal opportunity for all employees and applicants for employment and does not discriminate on the basis of race, age, creed, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, gender identity or expression, or pregnancy.

Whatever your intersection of identities, you are welcome at the Foundation. We are committed to inclusivity and promoting an equitable environment that values and respects the uniqueness of all members of our organization.

To apply, please submit cover letter and resume to HR@cufund.org.