

ANNENBERG
FOUNDATION
California

DIRECTOR OF ACCOUNTING AND FINANCE

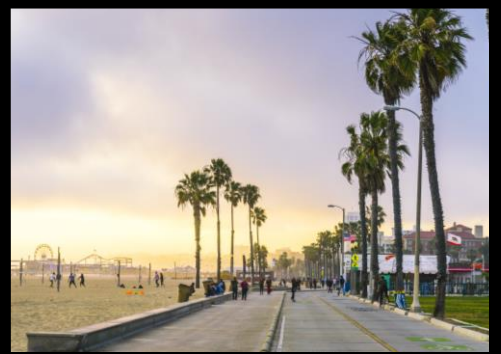
\$150,000 - \$175,000

Plus Excellent Benefits

Apply by

February 5, 2023

(First Review, Open Until Filled)



THE COMMUNITY



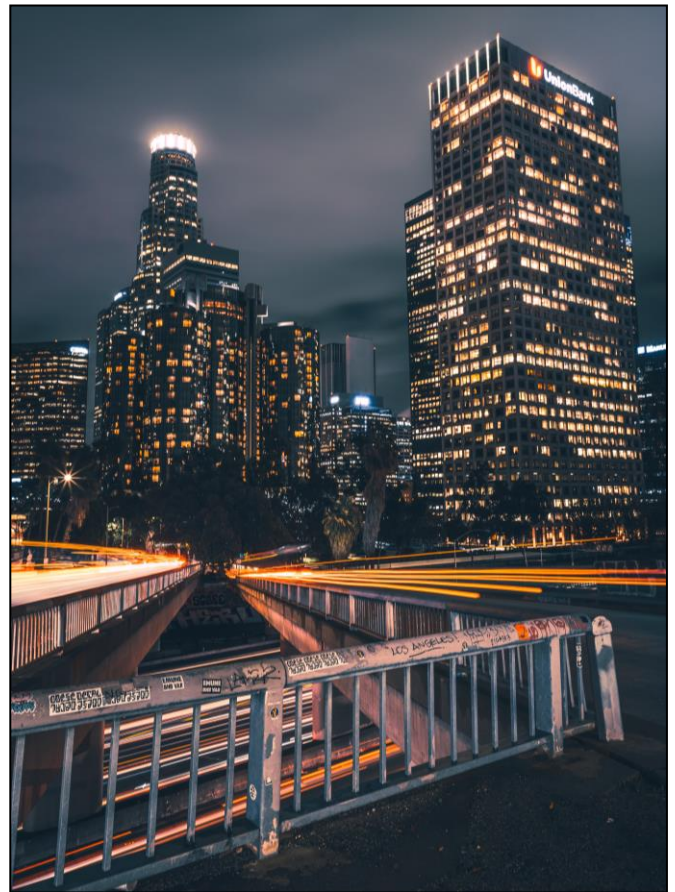
Headquartered in western Los Angeles, California, the Annenberg Foundation primarily serves Los Angeles, Ventura, Orange, Riverside and San Bernardino Counties. Los Angeles is the largest city

in California by population, and the second largest city in the country by population. Famous for its beautiful mild weather, 75 miles of coastline, numerous beaches and parks, and hundreds of miles of bike and hiking trails, Los Angeles offers residents world-class amenities, activities, and entertainment while enjoying 300 days of sunshine each year. Los Angeles and southern California allow residents the opportunity to live, explore and experience on a daily basis what brings millions of visitors each year to the region, including theme parks, piers, theaters, arts and cultural opportunities, museums, and many hidden gems. The city also has one of the best dining scenes in the country and offers everything from award winning street food vendors from every background to world-famous restaurants scattered throughout the city. With a rich history and cultural heritage, the Los Angeles thrives as a trend-setting region where cultural attractions and amenities are unmatched.

To learn more about Los Angeles and the surrounding region, please visit:

www.visitcalifornia.com

www.discoverlosangeles.com



THE ORGANIZATION

The Annenberg Foundation is a family foundation that provides funding and support to nonprofit organizations in the United States and globally. The Foundation and its Board of Directors are also directly involved in the community through innovative projects that advance public well-being, spark new ideas, and spread knowledge. The Foundation is committed to core values of responsiveness, accessibility, fairness, and involvement.

The Foundation is led by a Board of Directors which consists of Wallis Annenberg, Chairman, President & CEO, and three of her adult children: Lauren Bon, Gregory Annenberg Weingarten and Charles Annenberg Weingarten – all of whom serve as Co-Directors and Vice Presidents. There are no term limits. The Foundation has an Annual Spending Plan of approximately \$80 million and employs 60 total FTEs. Administrative Departments include Accounting and Finance, Administration and Facilities, Communications and Marketing, Grantmaking Operations, Human Resources, Information Technology, and Investment Operations.

The Foundation believes in funding organizations that have a deep level of community involvement, are led by effective leaders and tackle challenging and timely problems. Specific organizational attributes valued by the Foundation include visionary leadership, impact, sustainability, innovation, organizational strength, network of partnerships plus the population being served.

The Annenberg Foundation invests in visionary leaders of nonprofit organizations that provide impactful programs and services through collaborative models. The Foundation realizes that social problems are growing more complex and, as a result, require new, innovative approaches through collective action by a cross-section of stakeholders, rather than isolated efforts by single organizations.

As a Grantmaker, the Annenberg Foundation is willing to take measured risks with a tolerance for occasional failure to seek out and fund outstanding people and organizations. The Foundation understands the value of going beyond traditional grantmaking and is open to innovative ways to leverage their grant funds.

The Foundation also believes there is a direct connection between a nonprofit's results and the strength of its leadership. This leadership includes staff as well as the board of directors. Their aim is to support the nonprofit sector's most precious asset: its people. The Foundation takes an all-encompassing look at the people, infrastructure, values, practices and policies that the staff and board embrace and promote for organizational success, and places importance on board involvement and directors' ability to secure resources for the organization.

The Annenberg Foundation gives priority to nonprofit organizations serving the Los Angeles, Ventura, Orange, Riverside and San Bernardino Counties that are well-integrated into the fabric of the communities they serve. In addition, they evaluate whether an organization has established best practices as it relates to diversity, financial sustainability, infrastructure, board governance, staff development, programs & services, collaboration and networks with peers.

To learn more about the Annenberg Foundation, please visit www.annenberg.org.



THE DEPARTMENT

The Accounting and Finance department provides the organization's accounting, financial, and regulatory needs, including operational and capital forecasting, budgeting and planning, accounting and reporting, tax and regulatory filings, preparation of financial statements, cash management and banking, fixed asset and inventory tracking, disbursement controls, and payroll, among other functions. Primary expenses for the department include accounting and finance staff payroll and benefits, accounting and audit fees, accounting and finance custodial fees, professional services, technology consulting, and catering and meeting expense for the audit committee meetings.

The department operates on a total budget of \$1,373,408 and currently comprises five FTEs, including a Contracts and Accounting Associate, Accounting Manager, Senior Director of Administration and Finance, Senior Accounts Payable Specialist, and Director of Accounting and Finance.



THE POSITION

Under the direction of the Senior Director of Administration and Finance, the Director of Accounting and Finance is responsible for oversight and safeguarding of the Foundation's assets and ensures that financial transactions are properly recorded. This position oversees all financial activities, reporting on revenue and expenses, training of accounting staff, disbursement of funds, management of risk, implementation and enforcement of accounting policies and procedures, and improvement of internal controls and financial processes.

The Accounting and Finance Director maintains appropriate systems and processes to ensure effective financial reporting, accurate and timely filing of tax returns, and successful annual financial audit outcomes. This position also ensures that accounting activities are aligned with the Foundation's financial policies and in compliance with applicable federal, and state regulations, and professional standards.

Each week, this position is required to work standard hours, 9am to 5pm, in-office for four days, and may work remotely one day.

For a full job description and to view all responsibilities, please view the attachment found [here](#).



OPPORTUNITIES AND CHALLENGES

1. The incoming Director will be working alongside a small accounting and finance team that is dynamic, constantly evolving, and innovating. This position will have an opportunity to be adaptable, agile, and flexible, and will not be bound by the specific job description, stepping in when and where there is a need.
2. The department is in the process of migrating to Sage Intacct, a new cloud-based accounting system. This migration is expected to make department members lives easier and enhance the workflow of the department.
3. The next Director will join a fast-paced department that is constantly innovating, where work is fluid and never the same. The incumbent will have an opportunity to be join an organization where the work is meaningful, and all employees have a sense of pride in the work and mission of the organization.
4. Recent retirements of staff have resulted in a loss of institutional knowledge, however, this has also provided the department the opportunity to rethink staffing and how it can better support the achievement of the Foundation's strategic priorities and goals, while introducing fresh thoughts relating to the department and the position.

THE IDEAL CANDIDATE

Education & Experience:

- A bachelor's degree in accounting, finance or business administration is required. A CPA, MBA, or CMA is preferred.
- Seven (7) to ten (10) years of senior-level financial accounting experience, preferably in the nonprofit sector.
- Any equivalent combination of education and experience is acceptable

Necessary Knowledge, Skills, and Abilities:

- Expertise in financial and investment accounting, auditing, budgeting, tax return preparation, financial planning and reporting.
- Deep knowledge of GAAP, FASB, GAS, and IRS regulations applicable to private foundations.
- Familiarity with governance, and financial reporting requirements applicable to private foundations.

- Practical experience with banking and treasury management functions.
- Proficiency with Microsoft Dynamics GP (Great Plains) accounting software, Microsoft FRx financial reporting and analysis software, and cloud-based PN3 accounts payable processing software.
- Excellent oral and written communications skills.
- Strong presentation skills, required for audit committee and board meetings.
- Ability to prioritize to meet deadlines, manage workload effectively, and allocate resources to accomplish the most important work.
- Inclination to work autonomously.
- Effectively communicate and interact with the Board of Directors, co-workers, auditors, vendors, and regulatory and enforcement agencies.
- Ability to organize, motivate and manage project teams.
- Skill in using standard software packages (e.g., Word, Excel, PowerPoint) and finance and accounting applications FRX, Great Plains, etc.
- Strong organizational skills, detail orientation and accuracy.
- Ethics, and personal and professional integrity are a must and in accordance with the Annenberg Code of Ethics.
- The ideal candidate is a team player who will be a "working" director. This person will be accessible, be able to answer detailed questions quickly and accurately, and work as a trouble shooter for staff when needed.

COMPENSATION & BENEFITS

- **\$150,000 - \$175,000 DOQ**
- Medical, Dental, and Vision Insurance (100%)
- Life and AD&D Insurance (100%)
- Disability Insurance (100%)
- Employee Assistance Program
- FMLA
- Flexible Spending Accounts
- 403(b) Retirement Plan
- 3% COLA beginning July 2023
- Paid Holidays
- Paid Vacation
- Paid Sick Leave

To learn more about the benefits provided, please view the attachment found [here](#).

For more information about the Annenberg Foundation, please visit:

www.annenberg.org



ANNENBERG
FOUNDATION

The Annenberg Foundation is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **February 5, 2023** (first review, open until filled). Applications will only be accepted electronically. To **apply online**, go to **www.prothman.com** and click on "**Open Recruitments**", select "**The Annenberg Foundation, CA – Director of Accounting and Finance**", and click "**Apply Online**", or click [here](#). Resumes, cover letters and supplemental questions can be uploaded once you have logged in.

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