

POSITION: Chief Financial Officer, Albert and Elaine Borchard Foundation, Inc.

LOCATION: Burbank, CA.

GENERAL DESCRIPTION: Seeking part-time independent contract professional to be the Chief Financial Officer (CFO) and to help assure that the Foundation is governed and operated in compliance with applicable laws and regulations. The CFO is responsible for the Foundation's financial management, including maintenance of financial records, supervision of the bookkeeper/office administrator, and, serving on the Investment Committee of the Board.

REPORTS TO: President and Board of Directors.

COMPENSATION: Contract terms are negotiable depending on background and experience.

BRIEF FOUNDATION HISTORY: Incorporated in 1978 and fully funded in 1986 after the accidental deaths of its founders, the Borchard Foundation is a dynamic, independent, small-staff private foundation that provides grants for charitable, educational, and scientific purposes and for its own education and research programs through its Centers on International Education and for Law and Aging. The Foundation's assets consist of industrial rental real estate in downtown Los Angeles area and a diversified portfolio of financial assets.

ESSENTIAL DUTIES AND RESPONSIBILITIES of the CFO include the following:

1. FINANCIAL/ RESPONSIBILITIES:

- Oversees preparation of and monitors the foundation's annual budget.
- Oversees preparation of quarterly and annual Cash Basis and GAAP financial statements and also quarterly investment reports.
- Prepares and presents requested financial projections, year to year comparisons, and other materials as requested at bi-annual Board meetings.
- Develops foundation's monthly cash requirements and oversees banking administration, including transfer of funds and reconciliation of the monthly bank statements.
- Serves as ex-officio non-voting member of the Board's Investment Committee, and otherwise keeps abreast of current trends that may affect the portfolio of the foundation.
- Reviews monthly broker's statements.
- Reviews the yearly Statement of Financial Position and tax returns with the President. Prepares annual 990 pf, Calstate tax return, and Cal attorney general report.
- Provides the outside auditor with all requested information for conducting the annual audit. Reviews the audit report from the Audit Committee.

- Seeks advice on and promotes compliance with local, state, and federal laws. Maintains financial records. Oversees reports according to generally accepted accounting standards in both Cash Basis statements and GAAP Basis statements.

2. INDUSTRIAL REAL ESTATE PORTFOLIO MANAGEMENT:

- Monitors monthly rent and note payment collections
- Computes real estate tax overages due from each tenant and sends billing letters and copies of respective bills to tenants.
- Ensures property tax payments are made. Prepares annual property tax statement for all real estate holdings by Assessor's ID number.
- Monitors lease agreements and CPI schedules.
- Provides insurance agent with pertinent updated rental information.
- Prepares annual updated real estate re-cap sheets for each property with computation of yields and expenses.
- Prepares periodic update, as needed, of list of security deposits.

3. PROGRAM DEVELOPMENT & OPERATION:

- Computes annual funding goals based upon projected revenue.
- Prepares Status of Grants for each biannual board meeting, showing grants paid to date, outstanding pledges to be paid by the end of the current fiscal year, and balance of grants to be designated to meet funding targets.
- Ensures timely payout of approved grants (including ensuring approved grants are recorded).
- Coordinates with the directors of the foundation's two internal centers, per board approval, regarding operating expenses and fiscal accounting.

KNOWLEDGE, SKILLS, ABILITIES:

- Enthusiasm, teamwork focused and strong customer service orientation.
- Well organized and detail oriented.
- Effective leadership and team building skills.
- Self-motivated, able to work independently with minimal supervision.
- Possess tact, diplomacy, and flexibility.
- Good supervisory skills.

- Excellent written and verbal communication skills.
- Project management skills.
- Accounting practices.
- Financial/investment management.
- Ability to multitask.
- Computer skills required including database experience, QuickBooks, Excel, MS Office, Dropbox, Internet.

EDUCATION, EXPERIENCE:

- BA/BS Degree in Accounting and/or Finance.
- Minimum of 5 years work experience in accounting and finance (CPA and/or MBA preferred).
- Minimum of 2 years non-profit experience, including experience with non-profit external audit.

PHYSICAL REQUIREMENTS TO PERFORM THIS JOB:

This job is primarily performed at a desk in the office. Outside meetings and site visits are required. Some evening and weekend meetings required in locations and times when public transportation is unavailable.

WORK ENVIRONMENT AND CONDITIONS:

- Most of work is performed at a desk, sometimes for long periods of time.
- Must work at computer for periods at a time.

The Albert and Elaine Borchard Foundation, Inc is an Equal Opportunity Employer. This organization does not and will not discriminate in employment and personnel practices on the basis of race, gender, age, handicap, religion, sexual orientation, national origin, or any other basis prohibited by applicable law.

GENERAL INFORMATION:

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position as CFO with the Borchard Foundation.

APPLICATION PROCESS:

Applications will be accepted through October 31, 2017 or until the ideal candidate is identified. Early submissions are strongly encouraged and will be reviewed as they are submitted. No phone calls please.

To apply, please submit your resume, contact information for 3 references, and a cover letter outlining your interest, qualifications and how you learned of the position to Roubina Movsesian at info@borchardfoundation.org.