

**Menil Foundation, Inc.**  
**Employment Opportunity**

**Title:** *Controller*

**Department:** Finance and Accounting

**Reports to:** Chief Financial Officer

**Status:** Full-time

**General Responsibilities**

The Controller supervises the recording and reporting of the Menil Foundation's financial activity and monitors internal controls to safeguard the Foundation's assets.

**Specific Duties**

1. Supervise the maintenance of the Foundation's financial records for accuracy, completeness, and documentation. These records include but are not limited to: investments, banking, accounts payable, accounts receivable, payroll and benefits, real estate activity, fixed assets, budgets, and budget variances.
2. Ensure compliance with generally accepted accounting principles (GAAP).
3. Review and prepare reports of financial activity for the Board and internal managers.
4. Provide financial information and reports, as requested.
5. Review and prepare reports and supporting audit schedules. Coordinate with auditors.
6. Review and prepare reports and supporting schedules for tax returns.
7. Prepare schedules and subsequent journal entries necessary to release temporarily restricted funds.
8. Review and prepare grant reports, ensuring compliance with grant agreements.
9. Administer the use of accounting software.
10. Perform certain treasury functions relating to authorized disbursements of cash.
11. Assist with budget preparation and consolidation.
12. Establish, document, and implement accounting policies and procedures.
13. Attend Investment and Audit Committee Meetings.
14. Supervise and work collaboratively with the Assistant Controller, Accounting Specialist, and General Ledger Accountant.

In collaboration with the Menil's Chief Financial Officer:

13. Forecast and manage cash flow and monitor controls over cash receipts and disbursements
  - a. Review bank/investment cash accounts daily and record activity
  - b. Transfer funds between cash accounts according to cash needs
  - c. Transfer funds for investment capital calls
  - d. Act as co-signer on checks
  - e. Co-sign wire transfers for payment of invoices
14. Prepare, review, and analyze, for the Chief Financial Officer's assessment, monthly financial reports to ensure that the Foundation's financial condition is per the guidelines established by the Director and the Board.

15. Direct preparation for the annual audit and other audit activities. Coordinate issuance of the audited financial statements
16. Establish, for the Chief Financial Officer's review, accounting control over the Foundation's restricted and endowment funds.
17. Manage the preparation of annual filings of retirement and welfare benefit plans. Manage the preparation of financial statements and audit of retirement plan.
18. Continue professional development.

## **Qualifications**

1. Bachelor's degree in accounting, CPA preferred.
2. Five or more years' experience as a controller, preferably with a non-profit, museum, or other cultural institution.
3. Experience managing and collaborating with accounting staff in month-end and year-end financial close.
4. Proficiency in fund accounting and demonstrated knowledge of related non-profit tax laws/regulations.
5. Technologically savvy; advanced knowledge of all Microsoft Office software applications.
6. Experience using financial management systems and strong project management skills.
7. Experience in or working knowledge of Blackbaud's non-profit accounting software, Financial Edge, desired.
8. Must have experience supervising and mentoring others.
9. Must have the ability to collaborate and engage with individuals at all levels of the organization collegially.

## **How to Apply**

For immediate consideration, please email your resume and cover letter to [hr@menil.org](mailto:hr@menil.org)  
You also have the option of forwarding your application materials via postal mail to:

Human Resources Department  
The Menil Collection  
1511 Branard Street  
Houston, Texas 77006

The Menil Collection is an Equal Opportunity Employer and seeks diversity in its workforce. The Menil is committed to attracting, retaining, developing, and promoting the most qualified employees without regard to race, color, religion, sex, age, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.