



## **Assistant Controller**

Please put "Assistant Controller" in the subject line if you are submitting your application by email.

Position type: Full-time

Basic work week: 37.5 hours per week

### **OVERVIEW**

To assure financial transactions are recorded, classified and summarized in an accurate and timely manner according to generally accepted accounting principles and best accounting practices.

### **Primary Responsibilities:**

*The following responsibilities describe the general nature of work for employees in this position, but this is not intended as an exclusive or all-inclusive inventory.*

#### **Financial Reporting and Audit**

- Review and approve journal entries prepared by staff.
- Compile monthly reconciliations and assist in their review.
- Monitor and review activity in the operating fund, special funds and endowments – including cash flow and reconciliation.
- Coordinate the document preparation for and communication with the auditors regarding the annual financial statement audit and annual tax return submissions.
- Provide technical assistance and serve as a financial resource for other departments.

#### **Earned & Contributed Revenue Recognition, Investments & Cash Receipts**

- Work with other departments to ensure earned and contributed revenue recognition is complete and accurate
- Monitor software systems for accurate transaction processing and reporting
- Optimize processes related to cash receipts, investments, and earned and contributed revenue recognition by providing thoughtful input on process improvement and implementing process improvements

#### **Financial Reporting**

- Assist the Controller with the preparation of monthly, quarterly, and annual financial statements.
- Responsibilities include proposing improvements to the month-end close process to make the process more efficient and accurate.

#### **Data Requests & Other Responsibilities**

- Assist the Controller in compiling the data for and preparing the submissions of various surveys, financial reporting and other special data requests that may be made.
- Assist the Controller in overseeing the Accounting and Treasury functions within the Finance Office.

*Manage and complete other duties as assigned*

**Required Skills:**

- Motivation and initiative to identify the need for and implement process improvement.
- Excellent organizational and time management skills.
- Intermediate/Advanced computer skills in Excel.
- Experience with Financial Edge, Raiser's Edge, Square, VBO, TAM software a plus

**Education and/or Experience:**

- Bachelor's degree (B.A. or B.S.) in from a four-year accredited college or university
- 2-3 year of related accounting or auditing experience
- Knowledge of generally accepted accounting principles and practices, not-for-profit accounting standards and related tax issues

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A competitive salary is offered for all positions and a generous benefits package for full-time positions. To perform the job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

To apply, please send your resume, cover letter and Newfields application to:

Mail: Newfields  
ATTN: Human Resources  
4000 Michigan Road  
Indianapolis, IN 46208

E-mail: [hr@discovernewfields.org](mailto:hr@discovernewfields.org)

Fax: 317-920-2655

No phone calls, please.

**About Newfields**

Newfields offers dynamic experiences with art and nature for guests of all ages. The 152-acre cultural campus features art galleries, lush gardens, a historic home, performance spaces, a nature preserve and sculpture park. From inspiring exhibitions in the IMA Galleries, to concerts in The Toby, to a stroll through The Garden with a glass of something cold, guests are invited to interact with art and nature in exciting new ways. Newfields is home to the Indianapolis Museum of Art, among the ten largest and ten oldest general art museums in the nation; the Lilly House, a National Historic Landmark; The Garden, featuring 40 acres of contemporary and historic gardens, a working greenhouse and an orchard; and The Virginia B. Fairbanks Art & Nature Park: 100 Acres, one of the largest art and nature parks in the country. The Newfields campus extends outside of Indianapolis with Miller House and Garden in Columbus, Ind.—one of the nation's most highly regarded examples of mid-century Modernist architecture. For more information visit [discovernewfields.org](http://discovernewfields.org).

**Diversity**

Newfields recognizes that museum audiences and their interests are changing, and as Newfields transforms our audience experience, we are creating expanded, innovative opportunities to actively engage and entertain our guests. Celebrating the diversity of our donors, guests, volunteers and staff is a key part of this Newfields vision. Diversity is understanding, respecting,

and valuing differences, including, but not limited to, race, color, national origin, religion, sex, sexual orientation, gender identity, protected veteran status, disability, or any other legally protected status.

Simply put, we believe our guests and donors are best served by a host team, comprised of both staff and volunteers, that reflects the diversity represented within our communities and that takes full advantage of the unique viewpoints, talents and experiences of each and every person who works here. We strive to attract and retain exceptional employees who feel comfortable in an inclusive culture that supports their ability to thrive and add their voice to the ongoing conversation.

### **Indianapolis**

Indianapolis is a city with a MSA of 2,000,000 people. More than 60% of the population is under 44 years of age and the city's racial demographic [breakdown](#) is approximately 79% White, 16% Black, 3% Asian, and 2% other, with 7% of the overall citizenry identifying as Hispanic. In [2016 Forbes](#) named Indianapolis one of the top 10 cities to live in for young professionals citing its high standard and low cost of living, while [Vogue](#) told its readers not to call Indianapolis a "Flyover City", but to go see how vibrant it is for themselves. With a host of new bars and restaurants, nationally recognized symphony, theater, cabaret, sports teams, and the [Herron School](#) of Art + Design, Newfield's hometown is a perfect place to build a career and enjoy life.