



About Virginia G. Piper Charitable Trust

Honoring the legacy of Virginia Galvin Piper, Virginia G. Piper Charitable Trust supports organizations that enrich health, well-being, and opportunity for the people of Maricopa County, Arizona. The Trust concentrates its efforts in six areas: Arts and Culture, Children, Education, Healthcare and Medical Research, Older Adults, and Religious Organizations. Learn more at: www.pipertrust.org.

Assistant Controller

Position Summary

Under direct supervision of the Controller, the ***Assistant Controller*** is responsible for accurately maintaining accounting records, processing and documenting investment activities for the Trust's \$560 million diversified investment portfolio, assisting with budget preparation, and performing other duties as assigned. Piper Trust is pleased to have strong paperless accounting processes in place.

Position Specifics

- Monitor cash flows and prepare transfers between bank accounts.
- Prepare investment directives for private equity capital calls and management fees.
- Track contributions and distributions for alternative investment activity.
- Process checks and electronic fund transfers for operating and grant payments.
- Verify spending authorization, match to source documentation, code expenses, and enter vouchers into accounting system.
- Record monthly credit card activity.
- Provide budget support.
- Maintain fixed assets detail and perform annual inventory of equipment.
- Prepare annual 1099 statements.
- Complete annual personal property tax reports.
- Record and process use tax.
- Prepare deposits.
- Reconcile, record, and replenish petty cash.
- Participate in annual audit and tax processes, confirmation, and workpaper preparation.

Qualifications and Experience

A bachelor's degree in accounting, finance, or a related field, and a CPA license is required. A minimum of seven years working in a professional setting with experience in audit, tax, investment accounting, and the nonprofit sector strongly preferred. Advanced knowledge of Microsoft Excel, intermediate knowledge

of other Microsoft products, Abila MIP Fund Accounting or other fund accounting software, and electronic (paperless) accounting systems experience is helpful.

The successful candidate must demonstrate ability to:

- Synthesize complex and diverse information.
- Gather and analyze information skillfully.
- Strive for accuracy and thoroughness.
- Design work flows and procedures.
- Maintain proper support documentation.
- Prioritize and plan work activities, use time efficiently, and meet deadlines.
- Work well in collaborative environment.
- Pursue training and development opportunities; continuously build knowledge and skills.
- Demonstrate group presentation skills and participate in meetings.
- Contribute to building a positive team spirit.
- Serve the nonprofit community.

Miscellaneous

The Assistant Controller is a professional, full-time, exempt position; salary is competitive and will correlate to experience. The Trust also provides a comprehensive health benefits and retirement package. A pre-employment background check is conducted by the Trust and a 90-day introductory period is observed for all positions.

How to Apply: Email a cover letter, resume, and contact information for three professional references as a single Word or PDF document to: employment@pipertrust.org.