



# OPEN POSITION: ASSISTANT CONTROLLER

**COMPENSATION:**  
\$153,000-\$182,000

**JOB TYPE:**  
Full Time

**JOB LOCATION:**  
Eden Prairie, Minnesota

## ABOUT MARGARET A. CARGILL PHILANTHROPIES

Margaret A. Cargill Philanthropies (MACP) provides meaningful assistance through its grantmaking that supports society, the arts, and the environment. Based in Minnesota, MACP is the umbrella over two grantmaking foundations: Margaret A. Cargill Foundation and Anne Ray Foundation. Rooted in guidance from our founder, Margaret Cargill, we support work in communities through highly collaborative relationships with grantees and other partners. Our global funding spans seven domains connected through common strategies and approaches: Animal Welfare, Arts & Cultures, Disaster Relief & Recovery, Environment, Legacy & Opportunity, Quality of Life, and Teachers & Students.

MACP's combined assets place us among the largest foundations in the United States.

**Margaret A. Cargill Foundation** is a private foundation that came into existence upon Ms. Cargill's death in August 2006. MACP's estimated assets at year-end 2023 were \$3.2 billion.

**Anne Ray Foundation** is a supporting organization, which may make grants only to beneficiary organizations specifically named by Ms. Cargill. Year-end 2022, ARF's estimated assets at year-end 2023 were \$4.8 billion.

# ABOUT MARGARET A. CARGILL PHILANTHROPIES

## OUR PHILOSOPHY OF GRANTMAKING

Our grantmaking reflects our values and Margaret Cargill's guiding principles and is always directed toward our mission and core purposes. We expect our grantmaking to have these characteristics:

- We **lead with our values**, internally and externally.
- We **partner with capable organizations** that have demonstrated their ability to work successfully in our interest areas and in a manner consistent with our values. We look to our grantees as partners and co-learners.
- We provide **meaningful support to strategic grantees**.
- We support **work in and with communities** toward **sustainable** solutions.
- We pay special attention to **underserved or low-attention** areas, populations, or issues.
- We value and affirm the integration of all functions of the Philanthropies in our grantmaking.
- We make **measurable impact** on focused goals.
- We evaluate our work, **reshape our approaches as we learn, share**, and **apply** our learning to future grantmaking.

## OUR COMMITMENT TO DIVERSITY, EQUITY, INCLUSION AND JUSTICE

We envision a future in which our philanthropic resources and relationships help remove systemic barriers that limit access to opportunity and marginalize people within communities, as well as help empower and support them as agents of the change they seek. In this way, our joint efforts deepen and sustain the impact we work to achieve.

To achieve this impact, we seek to foster a culture – both internally and externally with grantee partners, community members, and other strategic partners – where differences are seen and respected, voices are heard, and all individuals feel supported and valued for their authentic selves.

## ABOUT OUR WORKPLACE

Our community of more than 115 employees brings expertise from a variety of professional and personal experiences. We are inspired by a common mission, shared values, and the difference we can make by working together.

In January 2023, we adopted our Employee Value Proposition (EVP) that shares our commitments to our team member's careers. We are committed to ensuring a diverse workforce where all team members feel like they belong, and we put equity at the center of our approach to individual development. We make a robust investment in each team member's professional development to ensure they can contribute meaningfully to MACP's mission, grow in their roles, and achieve their career goals both within and outside of MACP. We also value staff retention, and the stability and consistency of a dedicated team. You can read our full EVP [here](#).



We are also proud to offer a welcoming workplace that supports our employees' health and overall wellbeing. We supplement that environment with activities throughout the year that promote collaboration, learning, and fun.

Reflecting our investment in staff wellbeing, we have deepened our commitment to flexible work schedules and have implemented an innovative new approach to work arrangements in 2022. All MACP staff have a reduced workweek, with half-day Fridays, year-round, with the option of working remotely up to two days per week.

MACP's home in Eden Prairie, Minnesota is a foundational aspect of our identity, reflecting an organizational commitment to sustainability, balance, and collaboration. In spring 2016, MACP completed a major building expansion, and our LEED Platinum certified building features include sustainable materials, outdoor meeting areas, a fitness room, and unique art and keepsakes from Ms. Cargill's personal collection and others, that reflect our grantmaking and the communities where we work. Our space is a living reminder of our values.

Eden Prairie is part of the Twin Cities metro area including Minneapolis and St. Paul, which have over 3 million residents and together make up one of the metropolitan areas in the country. A unique blend of small town and major cosmopolitan hub, both urban cores boast a thriving business atmosphere. For more information about MACP, please visit our website: <http://www.macphilanthropies.org>.

## THE OPPORTUNITY

MACP is seeking candidates who share the organization's values and commitment to join our team as an Assistant Controller. This role will lead the Finance team's focus on compliance and risk management requirements that show up in a variety of areas including financial reporting, payroll management, and internal control design. The Assistant Controller will manage two Finance team members directly with opportunities to engage with all Finance team members as part of a matrix team environment.

### JOB PURPOSE

The Assistant Controller will lead certain Reporting and Assurance activities of the Finance department, with a focus on internal controls, resource planning and financial reporting. This role will regularly collaborate with internal and external business leaders, including partnering with Human Resources and managing payroll processing. The Assistant Controller is an integral member of the Finance team, reporting to the Controller and Director, Investment Accounting and partnering closely with other Finance managers.

### RESPONSIBILITIES

#### Reporting and Assurance

- Ensure a strong system of internal controls that balances risk mitigation with staff engagement, leveraging documentation and monitoring, including:
  - Ensure documentation of accounting policies, procedures and internal control requirements is maintained to support finance team activities.
  - Lead planning at least annually, in coordination with finance team members, to proactively identify opportunities to improve efficiency and effectiveness of controls based on identified priorities.
  - Coordinate activities to perform risk assessments and monitor compliance with internal controls, including through periodic testing as needed.
  - Support staff in implementation of policies and procedures through cross-training and hands-on support.
- Manage organization-wide resource planning processes, including:
  - Lead the expense allocation process, ensuring compliance with the shared services agreement and functional expense reporting requirements for both tax and financial reporting purposes.
  - Manage the process for budget planning and execution, including monitoring spending and development of operating forecasts and analysis.
  - Support liquidity management, including periodic cash forecasting and line of credit compliance.
- Lead the preparation of the audited financial statements. Manage the external audit processes and serve as day-to-day contact for audit teams.
  - Lead research and analysis on relevant emerging issues (e.g. accounting and reporting standards, etc.). Identify, recommend, and implement changes to address issues and opportunities.
  - Lead preparation of audited financial statements and tax returns for qualified retirement and health & welfare benefit plans, as required.
- Provide flexible support to the finance team as assigned, including:
  - Work collaboratively with other Finance managers to proactively identify team needs and resource allocations; back-up other team members and activities.
  - Lead special projects and change initiatives; collaborate with key stakeholders to outline project plans, allocate resources and ensure timely completion.
- Manage payroll processing and vendor tax reporting, including:
  - Ensure accuracy of payroll records through review and analysis of inputs and outputs of the process.
  - Identify resources needed to address questions and provide customer service to internal and external customers regarding payroll matters. Includes managing vendor relationship with third party payroll processor and establishing relationships with experts in legal and tax requirements for payroll processing.
  - Regularly consult with human resources representatives regarding data inputs needed for payroll processing, coordination of work efforts and regular reviews of changes to ensure no gaps in compliance requirements.
  - Oversee process design to ensure compliance with payroll-related regulations regarding wages paid, payroll taxes and other deductions; includes overseeing process to ensure regularly and timely payroll processing plus off-cycle payrolls, as required.
  - Oversee process design to ensure accurate vendor tax reporting.
  - Maintain the confidentiality of all employee information and payroll records.

#### Staff Management and DEIJ

- Supervise, train, and develop staff.
- Champion MACP's vision and commitment to diversity, equity, inclusion, and justice ("DEIJ") by demonstrating awareness of systemic racism and other forms of structural injustice and committing to advance DEIJ efforts by embedding it into team and organization-wide goals and work.
- Demonstrate commitment to intercultural understanding and sensitivity with the ability to lead teams through the operationalization of DEIJ into strategy, processes, practices, and relationships.

## CANDIDATE PROFILE

### EDUCATION, EXPERIENCE, AND QUALIFICATION REQUIREMENTS

- Bachelor's degree in accounting with 8+ years of job-related experience focusing on internal controls, financial reporting, and project management.
- CPA with "Big 4" experience or comparable industry experience required.
- Proven experience in assessing risk and creating successful tools and controls that mitigate risk and provide measurable improvement.
- Supervisory experience of a professional team, with demonstrated ability to develop strengths of individual team members and to build effective, values-based teams.
- Deep knowledge of GAAP accounting and financial reporting requirements, with experience in researching issues and implementing new developments.
- Solid analytical, problem solving, and planning skills with excellent attention to detail.
- Ability to build trusting relationships with important stakeholders internally and externally, with a commitment to service and an ability to communicate and advocate effectively at all levels.
- Solid project management skills and ability to manage multiple priorities and prioritize work streams.
- Ability to evaluate effectiveness and efficiency of a control environment, leveraging knowledge of techniques for identifying, analyzing and prioritizing risks
- Ability to observe trends in data, recommending and implementing solutions to increase efficiency, effectiveness, and accuracy of reporting.
- Strong collaboration skills and ability to sustain a dynamic, matrixed finance team through cross-training and professional development of direct reports and others.
- Strong technical knowledge with financial systems and Microsoft Office Suite, in particular, Excel.

### TRAVEL REQUIREMENTS

- Less than 10%

### PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

The work environment is an office setting with a designated office or workstation at the Margaret A. Cargill Philanthropies office in Eden Prairie, Minnesota.

- We practice a hybrid work schedule with the expectation that employees will work in-office 3 days per week with the option to work remote up to two days per week. This includes working in the office Tuesday and Wednesday and either Monday or Thursday; all employees work remote on Friday.
- There may be occasions where it is required to be in-office more than 3 days in a week or on a day normally scheduled as a remote workday, depending on the role.
- We practice shared work hours between 9am-3pm Monday-Thursday and 9am-12pm Friday.
- Occasionally, the person in this role may be required to adjust to time pressures and frequent changes. This role may require an irregular schedule or overtime.
- This position is primarily a sedentary role with an adjustable sit/stand desk.
- The person in this position needs to occasionally move about inside the office to access file cabinets and office equipment, attend meetings or events, etc.
- Occasional or intermittent physical activities may include bending, reaching, twisting, stooping, or climbing within an office environment.
- This position requires regular use of a computer to complete work responsibilities. It also includes regularly working with other office equipment and communication technology, such as videoconferencing, telephone, and copy/print machines.
- This role also frequently performs multiple tasks simultaneously and works closely with others as part of a team.

The above statements are not intended to encompass all functions and qualifications of the position; rather, they are intended to provide a general framework of the requirements of the position. Job incumbents may be required to perform other functions not specifically addressed in this description.

## COMPENSATION AND BENEFITS

MACP has identified a salary range of \$153,000-\$182,000 for this role.

Actual starting salary of candidate will be commensurate with years, breadth, and depth of relevant experience, education, certifications, credentials, special skills, accomplishments, and other factors relevant to the position.

MACP is proud to offer a welcoming workplace that supports our employees' careers as well as their life outside of work, including activities throughout the year that promote collaboration, learning, and fun. For a detailed outline of our benefits, please visit [Careers - Margaret A. Cargill Philanthropies](#).

- Competitive compensation
- Professional development benefits, including opportunities to participate in relevant membership organizations and external learning activities
- Tuition reimbursement for employees pursuing college or advanced degrees or a certificate
- Strong medical, dental, and vision benefits for staff and their dependents with competitive monthly premiums and flexible spending accounts
- Reduced work week for all staff, with half-day closures on Fridays, year-round
- Four weeks of paid time off, in addition to a week-long year-end office closure
- Retirement programs, including 401(k) matching at 5%, with access to employer-paid financial planning resources
- In addition, the organization may provide a discretionary contribution to employees' 401(k) plan that vests over a five-year period
- Matching gift program for charitable donations
- Additional benefits such as an employee assistance plan, an onsite fitness room, and paid parental leave

## APPLICATION PROCESS

To apply, please send your resume to [danielle.lucia@ambrion.com](mailto:danielle.lucia@ambrion.com).

Learn more about what to expect in our application process on our website:  
<https://www.macphilanthropies.org/careers/>

### COMMITMENT TO DIVERSITY, EQUITY, INCLUSION, EQUAL OPPORTUNITY, AND ACCESSIBILITY

We know that engaging, building trust, and making a difference relies on the collective wisdom and strength of a truly diverse organization. With this in mind, we strongly welcome the interest of people who bring a variety of lived experiences, including people of color, all gender identities, people from the LGBTQ+ community, people with disabilities, and others who are excited to contribute their skills to our work.

Margaret A. Cargill Philanthropies and Ambrion are equal opportunity employers, and we consider applicants without regard to race, color, religion, gender, pregnancy, sexual orientation, age, national origin, marital status, citizenship, disability, veteran status, or any other protected characteristic as established under law.

MACP and Ambrion are committed to the full inclusion of all qualified individuals. As part of this commitment, we will ensure that persons with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact Danielle Lucia, 952.278.1817, and [danielle.lucia@ambrion.com](mailto:danielle.lucia@ambrion.com).