



THE HERBERT H. AND GRACE A. DOW FOUNDATION

**Title:** Controller  
**Employment Type:** Full Time  
**Compensation:** Commensurate with experience  
**Application:** Please send cover letter and resume  
Attn: Human Resources  
1018 West Main Street  
Midland, MI 48640

### Position Summary

The Controller is responsible for all aspects of the financial operations for The Herbert H. and Grace A. Dow Foundation. This hands-on role will provide accounting, budgetary, operational and programmatic support to all organizational programs and activities. The Controller will serve as an active member of the Leadership Team helping to develop and implement the organization's vision and mission.

### Primary Responsibilities

- Actively manage the day to day accounting and financial operations of the organization
- Track investments and participate in meetings with investment advisors, Foundation Treasurer, and Executive Director
- Develop budgets for the organization as a whole, as well as capital projects
- Prepare, analyze and present quarterly financial and investment reports for The Herbert H. and Grace A. Dow Foundation
- Report financial results and issues to the Board of Directors, Foundation Treasurer and Executive Director
- Perform Billing and Payroll functions
- Manage accounting control systems and internal audits ensuring the accurate and timely production of accounting information and financial reports
- Monitor changes in legal, regulatory and administrative environments and implement changes in procedures as needed to maintain compliance while maximizing operation and financial results
- Serve as the organization's primary liaison with its independent Auditor to ensure the annual audit is completed smoothly and in a timely manner

### Qualification

- Bachelor's degree in Accounting; Certified Public Accountant designation preferred
- Five to seven years of senior management experience, preferably with a non-profit agency
- Knowledge of accounting and financial reporting procedures, payroll reporting and the processing of payroll taxes
- Knowledge of general office software, particularly the Microsoft Office Suite and QuickBooks
- Ability to effectively prioritize to meet deadlines and demonstrate multi-tasking skills
- Must be highly ethical with a high level of integrity; self-motivated; dependable and reliable; detail oriented; ability to interface easily with staff and other senior management personnel
- Work well with and be responsive to the needs of internal and external customers

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**The Herbert H. and Grace A. Dow Foundation has charter goals to improve the educational, religious, economic, and cultural lives of Michigan's people. The Foundation's signature gift each year is Dow Gardens as they share the family estate with the community and its visitors.**