



Hershey Trust Company Position Description

Position: Assistant Controller
Date Revised: September 14, 2020
Reports To: Controller & Director of Financial Operations

The Hershey Trust Company (“HTC”) serves as Trustee for the Milton Hershey School Trust (“Trust”), The M.S. Hershey Foundation and the Hershey Cemetery and manages the investments of those Trusts. HTC, a keystone among the organizations created by Milton S. Hershey, is responsible for preserving and advancing the legacy and vision of Milton and Catherine Hershey in perpetuity. Hershey Trust Company is responsible to (1) assure that the Milton Hershey School Trust, The M.S. Hershey Foundation and the Hershey Cemetery Perpetual Maintenance Trust are administered in accordance with their terms, (2) protect and secure in perpetuity the funding sources for the Trusts, and (3) serve as a driving and centralizing force among the broader kinship of enterprises, including the community, Milton Hershey created to carrying forward his vision.

General Position Summary

The Assistant Controller will support the Controller & Director of Financial Operations in overseeing the financial operations of the company and respective trusts in which we serve. The position will be responsible for supporting accounting and finance operations including but not limited to financial accounting, tax compliance, accounting for investments, trust accounting, general ledger posting and review, revenue recognition, and various special analyses. This position handles highly confidential and critical information and is important in setting an example of commitment and dedication to advancing the legacy and vision of Milton and Catherine Hershey in perpetuity.

Principal Accountabilities

- Perform reconciliations of limited partnerships, fund managers, and separately managed accounts
- Perform reconciliations between different systems to insure data integrity and sound financial reporting
- Record and review journal entries in the accounting and investment software
- Review, balance, & approve daily operations transactions
- Review monthly general ledger for accuracy and completeness in accordance with GAAP and respective Deeds of Trust
- Prepare and organize monthly and quarterly financial statements packages for review
- Prepare quarterly/annual financial and compliance reports
- Assist with the documentation of accounting policies and operations
- Review and recommend systems of controls over accounting transactions
- Assist in the quarterly/annual budgets and forecasts
- Organize information and statements for audits and both internal and external auditors
- Assist in defining, benchmarking and implementing operational best practices
- Assist in compliance objectives related to local, state, and federal laws regarding finances, tax filings, and reporting



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- Assist in ensuring company complies with all additional legal and regulatory requirements

Important job functions

| <u>Function</u> | <u>Percentage of Time</u> |
|---------------------------------------|---------------------------|
| • Reconciliations | 30% |
| • Transactions Prep & Review | 25% |
| • Reporting | 15% |
| • Documentation and Audit Preparation | 15% |
| • Systems | 10% |
| • Compliance | 5% |

Minimum Qualifications

Education

- Bachelor's in accounting, finance or related field and current/active CPA certification. Masters, or equivalent combination of education and experience will be considered.

Experience

- 5+ years of experience in accounting and/or finance with concentration on accounting for investments, prior supervisory experience preferred

Knowledge, Abilities, and Skills

- Experience working for a Foundation and/or non-profit. Experience in a banking or similar regulatory environment strongly preferred
- Understanding of IRS regulations related to Foundations, philanthropic practices, and non-profit law strongly preferred
- Ability to supervise, proactively lead, coach, and motivate direct reports and other staff
- Excellent computer skills; experience in accounting software and Microsoft Office Suite; Access, database, or other system knowledge preferred
- Proficiency with accounting software and experience with a software system implementation
- Excellent knowledge of finance, accounting, cost accounting and cost control principles, and Generally Accepted Accounting Principles (GAAP) required
- Excellent written and verbal communication skills required
- Advanced knowledge of bookkeeping and accounting best practices, laws, standards, and state/national regulations
- Analytical ability to develop and implement improvements or recommendations
- Attention to detail
- Able to work well with senior executives and team, as well as mentor/lead other team members



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- Excellent communication skills, with proven ability to work cross-functionally between departments.
- Ability to communicate technical concepts to technical and non-technical audiences and present critical matters to the senior management teams
- Demonstrated ability to deal with highly confidential information and act as a liaison to internal and external constituents
- Team-oriented with strong management and interpersonal skills; demonstrated ability to collaborate with and achieve actionable results

Working Conditions

- Required to work some nights and weekends
- Required to manage high to moderate levels of stress
- Required to work a full workday
- Required to work in standard office conditions
- Required to travel as needed

Mental/Physical Demands

- Required to lift or carry supplies and equipment to a maximum of 35 pounds
- Required to maintain composure and avoid inappropriate displays of emotion while dealing with the public, Board members, coworkers and other Hershey entities
- Required to sit, stand, walk, bend, stoop, reach, hear, see, and speak on a daily basis
- Required to perform repetitive physical tasks such as computer keyboarding, writing, and reading
- Required to travel to other Hershey entities, retreats, meetings or conferences

FLSA classification Exempt

HTC classification Full-time