



## Hershey Trust Company Position Description

**Position:** Director, Accounting  
**Date Revised:** August 24, 2022  
**Reports To:** Vice President, Finance

The Hershey Trust Company (“HTC”) helps to advance the legacy and vision of Milton and Catherine Hershey in perpetuity through excellence in asset management and trust administration. HTC’s mission is to enable the Milton Hershey School Trust, The M.S. Hershey Foundation, and the Hershey Cemetery Perpetual Care Trust to achieve their long-term goals, by serving with excellence as their Trustee and asset manager. As a trusted and valued partner, we work collaboratively among the group of Hershey entities who collectively preserve and advance the Hershey legacy.

### **General Position Description and Principal Accountabilities:**

The Director of Accounting, under the direction of the VP, Finance, will manage the accounting team and oversee the accounting operations of the company and the respective trusts (the Milton Hershey School, M.S. Hershey Foundation, and Hershey Cemetery Trusts) in which we serve. The role requires a roll-up-the-sleeves mentality and the ability to mentor a team through all accounting functions while contributing as a hands-on team member and manager day-to-day.

- Plan, direct, and coordinate all accounting functions and manage the day-to-day accounting processes to ensure timely and accurate processing. Responsible for all accounting functions including cash, investments, accounts receivable, accounts payable, payroll, general ledger, fixed assets, budget, procurement, financial reporting, and regulatory filings.
- Assist in developing a strong accounting team with clear roles and responsibilities, creating a team culture that is collaborative, and nurturing a high-performance and customer service-oriented work environment aligned with our core values. Create and implement changes to work assignments among staff to meet operational needs, maximize efficiency and productivity, and manage customer service demands.
- Update and maintain the accounting manual policies and procedures in accordance with GAAP, keep abreast of new accounting pronouncements and regulations and implement new standards, and ensure proper internal controls and best industry practices are incorporated in overall accounting processes for risk mitigation and continuous improvement.
- Implement a daily settlement reconciliation process in the accounting system to monitor daily cash and funding balances and proper accounting for all investment transactions including proper categorization of principal and income. Maintain sufficient funds by forecasting cash requirements and obligations.
- Ensure the proper accounting and reporting for the portfolio of investments, the timely reconciliation to statements and tax forms, and the accuracy of investment information in regulatory filings and financial statements, as well as related disclosures.
- Maintain the chart of accounts and all aspects of the general ledger and reporting systems. Ensure accuracy and completeness of all activity recorded in the general ledger via timely preparation and review of daily operational transactions, accrual and adjusting entries, monthly reconciliations, and analysis of general ledger detail and financial reports including written explanation of variances.



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- Responsible for user administration of the accounting, real estate, and investment systems as it relates to accounting processes to ensure proper segregation of duties. Review updates to the systems to ensure changes and impact is understood, tested, and communicated to staff prior to implementation. Monitor control reports within the systems to verify output and troubleshooting.
- Develop and implement service level metrics for accounting processes and quality control procedures to ensure accurate and complete financial data and timely processing. Identify areas for process improvements and efficiencies and assist with developing, implementing, and monitoring procedures, work processes, systems, and overall plans to achieve high-level work standards, key objectives, and annual goals.
- Coordinate and shorten the monthly, quarterly, and year-end close process, including utilizing system functionality and enhancements for continuous process improvement and efficiencies in preparation of closing entries, account reconciliations, and financial reports.
- Ensure the accurate and timely preparation of all financial reports and regulatory filings in compliance with applicable accounting standards and federal, state, and local requirements and regulations. Enhance the accounting department's use of software integrations and applications to develop reporting capabilities and reconciliations between different systems to ensure data integrity and sound financial reporting.
- Manage the creation of and monthly monitoring of the annual budget and forecasting processes. Provide financial projections by collecting, analyzing, and consolidating financial information, and advising on the collection and analysis of data. Utilize system functionality for preparing budget, expanding A/P workflow to include department review of invoices for budgetary control, and generating monthly budget vs actual reports by department for monthly review.
- Plan, organize, and coordinate the year-end process for compiling, preparing, and reviewing information requested by internal and external auditors, bank examiners, and external tax return preparers.
- Train, manage performance, and retain competent accounting staff while leveraging strengths; clarify roles and responsibilities to develop and implement training programs to maximize and reach optimal individual and organizational goals; maintain job results of the accounting staff by coaching, planning, monitoring, and appraising job results while providing mentoring and counseling to staff.
- Establish accounting operational strategies by evaluating trends, establishing critical measurements, determining production, productivity, quality, and customer-service strategies, designing systems, accumulating resources, resolving problems, and implementing change.
- Attend all meetings related to the implementation of new products, services, and technology to design or revise necessary accounting processes prior to implementation. Develop technical solutions to new or complex problems that cannot be solved using existing methods or approaches.
- Collaborate with VP, Finance to support overall department goals and objectives. Directs the preparation of special reports and analysis and manages special projects as assigned by VP, Finance. Performs other related duties as assigned.

### **Minimum Qualifications:**

All employees are expected to demonstrate our Core Values of **Teamwork, Integrity, Respect, Impact** through their words and their actions. In addition, this role requires a broad base of business



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knowledge and subject matter expertise, typically acquired through a combination of education, certification, and prior work experience, as follows:

### Education and Experience

- Bachelor's degree in Accounting or Finance required
- At least ten years of supervisory experience in a management role in accounting and finance required
- Blend of public accounting (auditing background) and private industry experience preferred
- Investment accounting experience with financial services industry experience preferred
- Understanding of regulations related to non-profits, typically obtained through prior experience working for a non-profit

### Certifications/Designations

- Current/Active Certified Public Accountant (CPA) license

### Knowledge, Abilities, and Skills:

- Strong management and people skills, with demonstrated ability to effectively coach and develop a team, leverage the strengths of each team member, and achieve actionable results
- High ethical standards and solid understanding of accounting and finance principles, SEC and banking regulations, and federal, state, and local tax regulations
- Excellent verbal/written communication skills to convey complex topics to a variety of audiences
- Ability to prioritize timelines to ensure deadlines are met without sacrificing quality and accuracy
- Ability to multi-task and manage multiple priorities and deadlines in a fast-paced environment
- Keen attention to detail with strong analytical and problem-solving skills
- Ability to manage change, quickly adapt to changing conditions, and take on other assignments
- Proven track record of continuous process improvement and ability to leverage technology for efficiencies and enhanced analytics
- Excellent organization, prioritization, judgment, time management and project management skills. Supports and upholds a culture of excellence and precision.
- Capable and willing to do work at all levels, from managing and directing work to performing day-to-day activities.

**FLSA Classification:** Exempt  
**HTC classification:** Full-time

**Hershey Trust Company is an equal opportunity employer. All aspects of employment including the decision to hire, promote, discipline, or discharge, will be based on merit, competence, performance, and business needs. We do not discriminate because of race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law**

**How to Apply / Contact with Questions: [Careers@HersheyTrust.com](mailto:Careers@HersheyTrust.com)**