



Hershey Trust Company

Hershey Trust Company Position Description

Position: Vice President, Finance
Date: August 23, 2023
Reports To: Chief Executive Officer/Chief Investment Officer

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

The Vice President, Finance will provide leadership and be ultimately accountable for all finance and accounting functions and will serve as a strategic and valued member of senior management team. As a member of the Senior Officer’s Committee (SOC), the Vice President, Finance will play a significant role in the ongoing management and direction of the organization’s financial and overall operations. The Vice President, Finance will uphold a standard of excellence in business practices and systems with a strong focus on maintaining the current high standard for accuracy, data integrity and regulatory compliance while seeking continuous improvements in automation and digitization. As a result of its unique organizational structure, Hershey Trust Company is subject to oversight by the Pennsylvania Department of Banking and Securities, and on behalf of the trusts it serves interacts with several regulatory bodies including the Office of the Attorney General, the Dauphin County Orphan’s Court. The Vice President, Finance will serve as the primary liaison with the Department of Banking and will work with Hershey Trust Company’s General Counsel regarding financial filings with the Orphan’s Court or Office of the Attorney General and will also support the BSA/AML/OFAC Compliance Officer to help train and implement policies and procedures consistent with banking regulation requirements, and as needed during annual risk assessment.

Principal Accountabilities:

- Responsible for all finance and accounting functions including preparation of financial statements for the Hershey Trust Company, Milton Hershey School Trust, the M.S. Hershey Foundation, and the Hershey Cemetery Company and Cemetery Perpetual Care Trust; monitoring variances to budget; overseeing the annual financial statement audit process; overseeing the annual internal audit process; overseeing the Pennsylvania Department of Banking exam, overseeing the tax filings, SEC and other regulatory filings for the Hershey Trust Company, accounting support and control functions for all aspects of the organization’s business, including payroll and procurement
- Oversee maintenance and analyzing of the general ledger and preparation of monthly financial statements.



Hershey Trust Company Position Description

- Managing organizational cash flow and forecasting for the Hershey Trust Company. Work closely with the finance and accounting function for the Milton Hershey School on cash flow forecasting and during the budgetary process.
- Oversee cash processing functions.
- Oversee and lead annual budgeting and planning process for the Hershey Trust Company and the Milton Hershey School Trust in conjunction with other department heads; monitor progress and changes, and keep senior leadership apprised of the organization's financial status; conduct longer-range financial planning.
- Maintain the integrity of asset valuation, cash processing, and accounting for all investment transactions.
- Update and improve all applicable business and accounting policies, in accordance with best practices.
- Collaborate with other key operations and business functions to ensure a working environment that is strategically focused, efficient, secure, and conducive to performance excellence. This includes collaboration with leadership regarding business continuity and disaster recovery planning and testing.
- Work closely and transparently with all financial, banking, and legal institutions serving the organization.
- Work closely with insurance broker on annual policy renewals.
- Responsible for compliance with all federal, state, and local regulations and laws and with standard accounting principles, including those that apply to investment matters, non-profit institutions, and Hershey Trust Company's status as state-regulated bank with trust powers (no commercial banking).
- Oversee quarterly call reporting to the Pennsylvania Department of Banking.
- In collaboration with Hershey Trust Company's General Counsel and external counsel, oversee preparation and timely submission of court accountings, and any other accountings or documentation as required or requested by Office of the Attorney General of Pennsylvania or the Orphan's Court of Dauphin County, Pennsylvania as well as other reporting as required by the Deed of Trust or other governing trust documents.
- Liaise with the organizations' tax advisors and the IRS. Responsible for adherence to IRS and other government regulations. Informs the Board and staff of the impact of changes to those regulations.
- Oversee the preparation of the annual 990 filing for the Milton Hershey School Trust, M.S. Hershey Foundation and the Cemetery Perpetual Care Trust.
- Work closely with the CPA firm contracted for tax filing for the Hershey Trust Company to develop and implement tax strategies.
- As a member of the 401k Administrative Committee, oversee financial aspects of human resources and benefits such as 401k testing, actuarial analysis of pension and post-retirement, Form 5500, and other filings.
- Interact with and support the Treasurer in their responsibilities, providing information transparently, as requested, and other services and support as requested and needed. Coordinate Board Audit, Risk and Compliance (AR&C) Committee agenda, serve as primary staff to the Hershey Trust Company (AR&C) Committee, and participate in Board (and committee) meetings as requested.



Hershey Trust Company Position Description

- Work closely with the Real Estate Department on the accounting for real estate investments owned by the Milton Hershey School Trust.
- Oversee the reimbursement invoice process for the Hershey Trust Company as it relates to the Milton Hershey School Trust and share services with the Milton Hershey School.

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

Education and Experience

- Graduate degree in Accounting or Finance required or equivalent combination of education and experience. Auditing background preferred.
- 10+ years of experience in a leadership role working with senior-level management team, and related finance and operations experience.
- Experience working with a board of directors a plus.

Certifications/Designations

- Current/active Certified Public Accountant (CPA) required.

Work Location

- This is a hybrid position with the expectation of being in the office in Hershey, PA two or more days per week (Tuesday, Wednesday, Thursday).

Knowledge, Abilities, and Skills:

- The ideal candidate will possess the following experience and requirements:
- Understanding of IRS regulations related to non-profit organizations, philanthropic practices, and non-profit law, typically obtained through prior experience working for a Foundation and/or non-profit. Experience in a banking or similar regulatory environment will be helpful.
- Deep expertise in finance, accounting, compliance, and control functions. Experience in vendor management and other operating functions.
- High level of personal initiative and ability to supervise, proactively lead, coach, and motivate professional staff.
- Ability to research, establish and tightly manage relationships with finance and accounting firms, contractors, equipment suppliers, insurance brokers and other vendors, including contract review and negotiations.
- Strong understanding of Information and Accounting systems and tools including strong proficiency with Microsoft Office (Outlook, Word, PowerPoint, and Excel). Prior experience with Microsoft Dynamics-Business Central preferred.
- Experience with Yardi real estate accounting software, preferred.
- Experience with Solver financial reporting software, preferred.



Hershey Trust Company Position Description

- Demonstrated track record of improving business practices, streamlining workflow, increasing automation, improving control functions, and controlling costs.
- Demonstrated ability to deal with highly confidential information and act as a liaison to the Board, senior management, and internal and external constituents.
- Personal qualities of honesty, integrity, credibility, poise, diplomacy, tact, dependability, and dedication to the missions of the Milton Hershey School Trust and M.S. Hershey Foundation.
- Excellent organization, prioritization, judgment, time management and project management skills. Supports and upholds a culture of excellence and precision.
- Ability to quickly understand information, analyze data, synthesize findings, and make thoughtful recommendations. Demonstrated ability to learn and master new issues quickly. Proven good judgment with the ability to make prudent decisions based upon available data.
- Goal orientation, strong work ethic and ownership. Ability to handle multiple priorities, deadlines, and challenging situations while maintaining composure.
- Strategic thinking and vision. Flexible and quick to adapt to changing environments. Able to identify new approaches to support a dynamic organization. Capable and willing to do work at all levels, from thinking strategically to performing day-to-day activities.
- Team-oriented with strong management and interpersonal skills; demonstrated ability to collaborate with and achieve actionable results through others while building strong and sustainable relationships within all levels of the organization and with external constituents.
- Strong research, analysis, and communications skills including the ability to communicate technical concepts to technical and non-technical audiences and present critical financial matters to the senior management team and Board.

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 on the basis 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.