



Controller | Wellesley, MA

## POSITION OVERVIEW

Cure Alzheimer's Fund has created a new role for a collaborative and results-driven Controller to contribute meaningfully to the organization's vital mission of funding research with the highest probability of preventing, slowing, or reversing Alzheimer's disease. The Controller will serve as the organization's principal accounting officer and work alongside the Chief Financial Officer, members of the finance team as well as the management committee to ensure a strong and efficient financial control environment that supports the mission of this growing \$5M organization.

Reporting into and partnering closely with the CFO, Jessica Mutch, the Controller will oversee and perform duties related to financial accounting, operations, audit, compliance and risk management. They will be hands-on and contribute at all levels including fiscal controls, internal and external reporting, while also serving as a thought partner to the CFO on many issues.

The Controller will have an opportunity to identify and introduce technologies and methods, including process automation, to enhance the speed, accuracy, efficiency and productivity of the accounting operation and create cost-savings. In addition to managing their own day-to-day activities, the Controller will also help guide the activities of two highly experienced accounting professionals, and will work diligently to ensure timely and accurate processing of financial transactions, implement and maintain sound accounting policies and best practices, and balance effective compliance with excellent customer service.

This position is expected to be a part-time role starting at 20-30 hours/week with an expanded schedule during the four months of December-March. It is possible that the role will further grow over time and require additional commitment. Cure Alzheimer's Fund seeks someone who is excited by process and details, and who wants to improve upon and develop effective internal controls, guidelines and procedures. The successful candidate will possess deep accounting expertise, demonstrate the highest ethical standards, and bring a collegial style. Further, they will be expected to exhibit strong professional judgment and to exemplify the mission, core values and vision of Cure Alzheimer's Fund.

## RESPONSIBILITIES OF THE CONTROLLER

Specifically, the Controller will:

- Manage monthly, quarterly and year end close.
- Prepare and enter monthly journal entries.

- Reconcile monthly bank and account statements.
- Review payroll.
- Prepare and/or maintain balance sheet reconciliations.
- Oversee and support corporate card program and accounting.
- Maintain rolling cash forecast.
- Work with tech savvy accounting team to continue transforming manual processes into automated, efficient workflows.
- Oversee and uplift the work of the Accounting Supervisor; remain alert to professional development opportunities for the team.
- Serve as main liaison to CPA firm for audits and tax preparation.
- Produce management reports such as department budget to actual reports, board material preparation, and internal dashboard.
- Assist in new employee onboarding (offer letter, payroll).
- Contract management.
- Grant compliance management.
- State registrations and compliance.
- Tracking of pledges and restricted gifts & releases.
- Tracking of computers and fixed assets, including inventory tracking and depreciation schedules.
- Oversee fiscal sponsorships.
- Draft and maintain internal and organization-wide accounting policies and procedures.
- Maintain insurance policies and complete insurance audits.
- Coordinate and assimilate board schedules from across the organization into comprehensive package.
- Ensure and be an active participant in appropriate cross training and vacation coverage.
- Ad hoc projects as required.

## PROFESSIONAL & PERSONAL QUALIFICATIONS

- A bachelor's degree in Accounting
- 5-8 years as an accounting professional with general ledger experience is ideal, as is experience with nonprofit accounting
- Demonstrated hands-on experience with accounts receivable, accounts payable, purchasing, payroll, and grants, as well as a strong understanding of accounting standards and financial reporting requirements.
- Expertise with QuickBooks Online, FileMakerPro, and Access; advanced skills in Excel is preferred.
- Experience automating accounting tools is desired.
- Flexibility, a good sense of humor, and team-orientation needed to succeed in a small organization; proven ability to work both collaboratively and independently.
- Able to build trusted relationships with colleagues across teams, roles, and perspectives.
- Highly organized with exceptional attention to detail; expertly manages multiple projects, priorities, and deadlines; understands the need for a sense of urgency and produces high-quality work product.
- Exhibits a willingness to contribute across the needs of a dynamic and entrepreneurial nonprofit.
- Demonstrates empathy towards individuals and families affected by Alzheimer's disease.

## ABOUT CURE ALZHEIMER'S FUND

Headquartered in Wellesley, Massachusetts, the Cure Alzheimer's Fund team is comprised of mission-driven professionals who share a commitment to finding a cure, operate with the highest sense of integrity and collegiality, and continue to learn, adapt, and improve. This high-performing team has helped lead the organization to greater levels of success since its founding fifteen years ago. To date, Cure Alzheimer's

Fund has distributed over \$115,000,000 to Alzheimer's research, with many projects resulting in breakthroughs that afford a deeper understanding of Alzheimer's disease to get closer to a cure.

There are currently 6 million people in the United States and 50 million worldwide who have been diagnosed with Alzheimer's disease. Current estimates are that this represents 25% of the actual number of those afflicted; the others have not yet been diagnosed. Underrepresented racial groups and women are most at risk. Of those who have the disease, two-thirds are women. Black adults are twice as likely to get the disease as white adults, and the rate of the disease within the Latinx population is expected to grow by 7x in the next 30 years.

Recognizing that therapies are only possible when based on successful foundational research, board directors [Henry McCance](#), [Jeffrey and Jacqueline Morby](#), and [Phyllis Rappaport](#) formed Cure Alzheimer's Fund in 2004 with an unwavering focus on providing research grants to the world's leading scientists researching Alzheimer's disease. The organization's vision has been carefully and ambitiously designed to accelerate research, make bold bets, and eradicate Alzheimer's disease.

The board of directors has also maintained a commitment to the organization itself by covering all operating expenses, ensuring that every dollar raised goes directly to support research initiatives.

Learn more by visiting [www.curealz.org](http://www.curealz.org).

## APPLICATION INFORMATION

Cure Alzheimer's Fund has retained [Pearl Street Collective](#) to assist in this recruitment. Adele Mezher and Maeve Clifford, Managing Partners at Pearl Street Collective, are leading the search.

To submit your application for the Controller position, please send your resume and letter of interest to [caf-controller@pearlstreetcollective.com](mailto:caf-controller@pearlstreetcollective.com).

Cure Alzheimer's Fund is an equal opportunity employer welcoming applicants from diverse backgrounds. We encourage you to apply even if you do not meet 100% of the requirements. All applicants will receive consideration without regard to race, religion, sexual orientation, gender identity, gender expression, age, physical ability, or length of time spent unemployed.