



# AGRICULTURAL RESEARCH FOUNDATION

<b>Job Title:</b>	Controller	<b>Remote/On-site:</b>	20-30 hours on-site/ week
<b>Department/Group:</b>	Affiliate of OSU		
<b>Location:</b>	Corvallis, OR	<b>Travel Required:</b>	Minimal to None
<b>Salary Range:</b>	\$70,000 to \$95,000	<b>Position Type:</b>	Full-time
<b>HR Contact:</b>	Josh Kvidt	<b>Date Posted:</b>	November 22, 2022
<b>Will Train Applicant(s):</b>	Yes- OTJ training included	<b>Posting Expires:</b>	TBD
<b>External Posting URL:</b>	<a href="http://agresearchfoundation.oregonstate.edu">agresearchfoundation.oregonstate.edu</a>		

## Applications Accepted By:

### EMAIL:

josh.kvidt@oregonstate.edu  
Subject Line: Controller Job Posting

### MAIL:

Hiring Committee  
Agricultural Research Foundation  
1600 SW Western Blvd, Ste 320  
Corvallis, OR 97333

## Background

### ABOUT AGRICULTURAL RESEARCH FOUNDATION

The Agricultural Research Foundation (ARF) is a private, non-profit corporation affiliated with Oregon State University (OSU) under IRS tax code 501(c) (3). Since 1934, ARF is a successful partner with OSU in securing funding to solve current agricultural and natural resource problems and to support work on new innovations in these areas. ARF is the custodian of funds provided through many sources to support scientific experimentation, research, and educational training activities. It works closely with the Oregon Department of Agriculture and its affiliated commodity commissions, with other grower associations and committees, with natural resource related non-profits, and an array of corporate and private donors. ARF's overall goal is to use sound operations and fiscal management to allow for on-going support of specifically funded projects as well as its own Competitive Grants Program to further the success of the OSU faculty with whom it works.

### TEAM DESCRIPTION

The ARF staff is composed of three full-time positions and a part-time student worker. The three full-time roles are the Controller, Executive Assistant, and Executive Director. The general flow of work is that the Executive Assistant intakes and processes A/R and A/P, the Controller reviews and makes final posting to financial software and the Executive Director supports each function as needed, signs checks and reviews outputs.

As this is a small staff, working well with each other is a top priority.

### TEAM CULTURE

- **Friendly and Helpful**  
We want all people to enjoy each interaction with the ARF Team.
- **Take Ownership**  
Job Description is the Baseline, not the boundary of responsibility. We look for ways to lift each other and the team up by taking ownership of our roles and the overall success of ARF.
- **Great Problem Solvers, who aren't afraid to ask for help**  
We feel rewarded when we find a problem, troubleshoot and resolve it independently. There are many tools available to all, and we are comfortable using search engines and other resources. However, we do not eschew help when that is the best path to resolution.



**Job Description**

**ROLE AND RESPONSIBILITIES**

Timely and Accurate administration of Fiscal, Payroll/ Benefits and Insurance matters for the Foundation

- Posting to General and Sub Ledgers
- Regular reporting both internal and external
- Process Payroll and Employee Benefits
- Manage Cash Flow
- Primary point of contact with auditors
- Written and verbal reports to the Board

**QUALIFICATIONS AND EDUCATION REQUIREMENTS**

Successful candidates will likely need something equivalent to a bachelor's degree in Accounting, Finance, or related field, as well as three to five years work experience including exposure to full-cycle accounting. CPA license is a plus, if effectively put to practice.

**REQUIRED SKILLS**

- Strong comfort with Microsoft software
- Ability to learn and adapt to unfamiliar software and situations
- Problem solving, both independently and collaboratively
- Ability to laugh

**ADDITIONAL NOTES**

- Looking for someone interested in working here for 5 years or more
- Benefits are outrageously good, especially for long-term employees
- Read "The Ideal Team Player" by Patrick Lencioni