

Job title Accounting Manager	Department Finance
Reports to Controller	Supervises NA
FLSA status Exempt	Hours Full time
Date September 2021	

Austin Community Foundation is the catalyst for generosity in Austin. The Foundation brings together philanthropists, dollars and ideas to shape Austin's future. As a trusted local partner, ACF stewards approximately \$380 million in assets in more than 1,300 charitable funds. The work and leadership of Austin Community Foundation is focused on closing the opportunity gap through advancing economic security and affordable housing, pooled resources and data-driven grantmaking. Since its creation in 1977, the Foundation has granted more than \$400 million to nonprofits across Central Texas and beyond.

The Foundation's physical office closed in March 2020 due to the COVID-19 pandemic. Employees currently work remotely as office reopening plans are established.

Job summary

The Accounting Manager provides assistance and support to the Chief Financial Officer and Controller in all financial matters of the Foundation and its supporting organizations, including financial reporting, general ledger maintenance, and oversight of all bank and investment reconciliations. The Accounting Manager collaborates with all levels of Foundation staff to ensure friendly, timely, and accurate information to both internal and external clients.

Essential duties and responsibilities include the following. Other duties may be assigned.

Financial Activities and Reporting

- Create and run financial statements for the Foundation and its supporting organizations
- Prepare ad hoc reports for individual funds
- Field questions from Donor Relations staff regarding various general ledger transactions
- Assist in preparation of Investment Committee and Finance Committee reports

General Ledger

- Ensure accuracy of all general ledger accounts in accordance with GAAP
- Review and maintain the depreciation schedule for the Foundation's fixed assets
- Prepare adjusting and reconciling monthly, quarterly and yearly journal entries as needed
- Maintain and reconcile various general subledger accounts

Bank and Investment Reconciliations

- Provide oversight of monthly activity and review reconciliations for all bank account statements for accuracy with the authority to reclassify assets, liabilities, and expenses
- Provide oversight and review trust and investment account statement reconciliations on a monthly basis for accuracy

Accounts Payable

- Review and approve Foundation accounts payable for proper coding with the authority to reclassify assets, liabilities, and expenses
- Review and approve or reject accounts payable requests from fiscal sponsorship fund representatives
- Review monthly credit card expense reports and imports for reasonableness and accuracy with the authority to reclassify assets, liabilities, and expenses
- Serve as backup for Senior Accountant for accounts payable processing

Annual Budget

- Assist Chief Financial Officer and Controller in preparation and monitoring of annual budget
- Collaborate with Program and Donor Relations staff in preparation and monitoring of project budgets

Annual Audit and Tax Returns

- Prepare audit schedules and coordinate with the audit team to provide assistance and reconciliations as needed for field work
- Prepare, review and file certain necessary tax forms, i.e. Form 1099, Form 8282, etc. Assist in preparation and research for Form 990, 990T and franchise tax returns
- Assist in the preparation of audited financial statements, footnotes and consolidating financial schedules

Policies and Procedures

- Prepare and update policies and procedures for various finance activities
- Maintain electronic files related to job functions in electronic document retention system
- Assist with implementing sound internal controls and best practices to assure accurate fund accounting

Other duties as assigned.

This job description is intended to be general, is expected to evolve over time, and will be reviewed periodically and updated as needed.

Job requirements and qualifications

Experience

- A minimum of 5 years related experience is required
- Fund accounting experience a plus
- Investment accounting and/or banking experience a plus
- Non-profit experience preferred

Education

- Bachelor's degree in Accounting or Finance from an accredited four-year university is required.

Training requirements (licenses, programs or certificates)

- CPA preferred but not required.

Other knowledge, skills and abilities

- Proficient in Word processing, Excel spreadsheets, accounting software, general ledger, accounts receivable, accounts payable, email, and internet software.
- Foundant Community Suite experience preferred.
- Requires ability to plan and coordinate operations, ability to perform calculations and analysis, ability to work with detail and the ability to work independently.
- Requires the ability to handle multiple tasks simultaneously, and to communicate effectively orally and in writing.
- Commitment to diversity, equity and inclusion and to the organization's ongoing work to eliminate the opportunity gap in Central Texas.

Work environment and other information

- Currently in a remote-work environment due to the COVID-19 pandemic; staff expected to return to work in a hybrid office setting once office reopening plan is established.
- Work in clean, pleasant, comfortable office setting.
- Occasional travel required.
- Attendance required at occasional after-hours or evening events.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Salary: Approximately \$80,000 per year.

Workplace benefits:

Collaborative team environment

Opportunity to make Central Texas a better place for everyone

Paid time off

Medical, dental and vision insurance 100% covered for employee

401(K) with employer match

Basic life insurance and AD&D

To apply for this position, please submit your resume and cover letter to Kim McCrary at apply@austincf.org. No phone calls, please. **Deadline: 9:00 am on Monday, October 18, 2021.**

Austin Community Foundation is committed to equal-employment principles, and we recognize the value of committed employees who feel they are being treated in an equitable and professional manner. We strive to find ways to attract, develop, and retain the talent needed to meet business objectives, and to recruit and employ highly qualified individuals representing the diverse communities in which we live.