



<b>Job title</b> Investment and Treasury Manager	<b>Department</b> Finance
<b>Reports to</b> Controller	<b>Supervises</b> NA
<b>FLSA status</b> Exempt	<b>Hours</b> Full time
<b>Date</b> October 2023	

Austin Community Foundation mobilizes ideas and resources to strengthen Central Texas. We envision a vibrant and equitable community where everyone can contribute and find opportunity. ACF is committed to closing the opportunity gap in Central Texas through targeted investments in housing affordability and economic mobility.

As a trusted local partner, ACF stewards approximately \$445 million in assets in more than 1,300 charitable funds. Since its creation in 1977, the Foundation has granted more than \$515 million to nonprofits across Central Texas and beyond.

Austin Community Foundation offers a hybrid work environment. As a place-based organization, we expect our employees to reside locally and be available for in-office meetings and tasks. Employees work with their supervisors to draft their hybrid work plan.

### **Job summary**

The Investment and Treasury 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 and oversight of all investment and lending activity and reconciliations. The Investment and Treasury 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.**

#### **Investments**

- Provide oversight and review of reconciliations of all treasury, pooled investment, and separately managed investment accounts and corresponding activity recorded to the general ledger.
- Initiate investment pool trades, private investment cash flows, wire transfers, and cash movements in coordination with the custodian bank.
- Monitor cash positions across all investment portfolios to ensure adequate investment funding (capital calls).
- Lead investment rebalancing for all the Foundation's investment pooled portfolios and separately managed accounts.

- Manage the process to open new separately managed investment accounts including communicating with external advisors, coordinating the preparation and completion of all required documents, and collaborating with the Foundation's team to confirm account funding.
- Serve as the Foundation's primary contact for outside managed investment advisors.
- Conduct outside broker due diligence to report on semi-annual performance.
- Oversight of all notes receivable and notes payable principal and interest accruals and payments.
- Provide administrative and transactional support for the acceptance and holding of complex gifts such as business interests, real estate and privately held stock.
- Prepare and perform analysis on financial reports and other complex analysis as assigned. Identify underlying causes of inefficiencies and errors and determine course of action to correct, in coordination with others.
- Support donor relations officers with fundholders who have unique or complex investments.
- Ensure appropriate signature authority for new and existing bank and investment accounts.
- Complete special investment-oriented projects as assigned.

#### **Audit and Tax Preparation**

- Assist the Controller with the Foundation's annual audit, particularly with preparing the annual investment rollforward, non-tradeable investments schedule, annual valuation process, investment leveling, illiquid investments, and charitable trust schedules. In addition, collect K-1s, audited financial statements, and other relevant pooled and outside managed investment documents.
- Prepare, review, and file certain necessary tax forms such as Form 8282, etc. Assist in preparation and research for Form 990, 990T and franchise tax returns.

#### **Finance Department Support**

- Assist with the preparation of presentation materials for Finance and Audit and Investment Committee meetings.
- Assist with implementing sound internal controls and best practices, document policies, procedures, and workflow for assigned areas of responsibility.
- Identify areas for process improvements and more efficient utilization of systems.
- Maintain files related to job functions in electronic document retention system.

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**

##### **Education**

- Bachelor's degree in Accounting, Finance or related field from four-year college or university required
- CFA or CPA preferred

### **Experience**

- A minimum of 5 years' experience in Treasury, investment, cash management, forecasting, modeling or related field required
- Fund accounting experience preferred

### **Other knowledge, skills, and abilities**

- Knowledge of Microsoft Office suite with advanced Excel skills
- Experience with accounting software platforms
- Foundant Community Suite experience preferred
- Ability to plan and coordinate operations, ability to perform calculations and analysis, ability to work with detail and the ability to work independently
- Strong organizational and time management skills. Ability to handle multiple tasks simultaneously, and to communicate effectively orally and in writing
- Ability to work both independently without close oversight as well as be a team player who will productively engage with others at varying levels of seniority within and outside the organization
- Expected to work with minimal up-front guidance and to take ownership of work product
- Authentic participation in diversity, equity and inclusion education and training; 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**

- 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 \$95,000 per year.

### **Workplace benefits:**

Collaborative team environment

Opportunity to make Central Texas a better place for everyone

Paid time off

ACF covers 100% of employee health, dental and vision plans, basic life and AD&D insurance, and short/long term disability insurance

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](mailto:apply@austincf.org). No phone calls, please. The position will remain open until filled.

*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.*