

<b>Job title</b> Investment Accounting Manager	<b>Department</b> Finance
<b>Reports to</b> Controller	<b>Supervises</b> N/A
<b>FLSA status</b> Exempt	<b>Hours</b> Full time
<b>Date</b> July 2024	

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 \$540 million in assets in more than 1,300 charitable funds. Since its creation in 1977, the Foundation has granted more than \$570 million to nonprofits across Central Texas and beyond.

#### **Job summary**

The Investment Accounting Manager provides assistance and support to the Chief Financial Officer and Controller in all financial matters of the Foundation and its subsidiaries and supporting organizations, including financial reporting, general ledger maintenance, monthly investment reconciliations and oversight, asset revaluations at year-end, and oversight of lending activity and reconciliations.

This position will provide financial preparation, reporting, and analysis for the Foundation, its supporting organizations, and special projects as assigned. The Investment Accounting Manager will assist in the compliance review for a variety of reports, audits, and tax returns.

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

- Prepare and post monthly / quarterly general ledger journal entries and account reconciliations for monthly / quarterly / yearly close process.
- Record and reconcile investment accounts.
- Reclassify assets, liabilities, and expenses under the supervision of the Controller.
- Oversight of all notes receivable and notes payable principal and interest accruals and payments.
- Monitor cash positions across all investment portfolios to ensure adequate investment funding and capital calls.
- Record all stock donations and maintain related schedules.

- Assist the Controller with the Foundation's annual audit, particularly with preparing the annual investment rollforward, non-tradeable investments schedule, annual valuation process, illiquid investments, and charitable trust schedules.
- Assist in the completion of annual Form 990 tax returns for the Foundation and its supporting organizations
- Prepare, review, and file certain necessary tax forms such as Form 8282.
- Maintain a deep understanding of the Foundation's core financial system, Foundant's Community Suite. Stay current with software updates and enhancements.
- Prepare various reports and analysis for management

#### **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

#### **Other**

- Provide support to Chief Financial Officer and Controller
- Monitor workflow and productivity to ensure deadlines are met
- Provide backup for key accounting functions as needed
- 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**

This position requires a detail-oriented, experienced finance professional who will provide compliance and accounting support for a high-transaction and growth-oriented environment.

- 5 years' related accounting experience required
- Investment accounting experience required
- Fund accounting experience preferred
- Government or non-profit experience preferred
- General ledger accounting experience a plus
- Familiarity with monthly closing processes a plus
- Audit experience a plus

##### **Education**

Bachelor's degree in accounting required.

##### **Training requirements (licenses, programs or certificates)**

Certified Public Accountant license preferred.

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

- Knowledge of general accepted accounting principles (GAAP) required
- Strong knowledge of financial instruments, including fixed income and equity securities, loans and alternative investments preferred

- Experience with Microsoft 365 products and advanced Excel skills required
- Foundant software or other accounting software platforms 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 required
- Strong attention to detail required
- Ability to handle multiple tasks simultaneously and to communicate effectively is required
- 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**

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.

- Work in clean, pleasant, comfortable office setting.
- Minimal 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:** \$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.

*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.*