Austin Community FOUNDATION

Senior Manager, Accounting and FP&A

Finance Department

Position overview:

Reports to	Controller	**Supervises**	None
FSLA status	Exempt	**Location**	Austin, TX – Hybrid
Employment type	Full time	**Date updated**	October 2026

About Austin Community Foundation:

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.

Position summary:

The Senior Manager, Accounting and FP&A 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 Senior Manager, Accounting and FP&A collaborates with all levels of Foundation staff to ensure friendly, timely, and accurate information to both internal and external clients.

Key responsibilities:

Annual Budget and Forecasts

- Assist Chief Financial Officer and Controller with the development, implementation, and monitoring of annual budgets
- Maintain a rolling 12-month and multi-year financial forecast
- Collaborate with department leads in preparation and monitoring of project budgets

Business Analysis

- Create planning models to understand the impact of various scenarios on assets and fee revenue
- Monitor and analyze administrative fee revenue generated by fund type
- Manage a cost analysis model to provide insight into the organization's revenue and expenses
- Manage the time tracking platform to support the cost analysis model

Reporting

- Create and run financial statements for the Foundation and its supporting organizations monthly
- Provide variance analysis for performance compared to forecast and budget
- Prepare ad hoc reports for individual funds as requested
- Assist in preparation of Investment Committee and Finance & Audit Committee reports
- Maintain a deep understanding of the Foundation's core financial system, Foundant Community Suite (CSuite); stay current with software updates and enhancements

General Ledger & Bank Reconciliations

- Ensure accuracy of all general ledger accounts in accordance with GAAP
- Review and provide oversight of 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
- Field questions from Impact staff regarding various general ledger transactions
- Provide oversight of monthly activity and review reconciliations of all bank account statements for accuracy with the authority to reclassify assets, liabilities, and expenses

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 funds
- Serve as backup for Senior Accountant for accounts payable processing

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.

Required qualifications:

- Bachelor's degree in accounting or finance from an accredited four-year university required
- A minimum of 7 years related experience is required
- Strong financial modeling and analytical skills, with advanced proficiency in Excel required
- Proven ability to translate complex financial data into actionable insights required

Preferred qualifications:

- CPA or CMA strongly preferred
- Fund accounting experience preferred
- Investment accounting and/or banking experience preferred
- Experience with reporting software (Power BI, Tableau, SQL) preferred
- Non-profit experience preferred

Core competencies:

Service-oriented and responsive Provides helpful, timely, and clear support to internal and external stakeholders.	***Clear communicator*** Writes and speaks with clarity, accuracy, and professionalism.
Collaborative and accountable Works effectively across teams and follows through on commitments.	***Organized and detail-oriented*** Manages priorities, deadlines, and information with care.
Confidential and trustworthy Handles sensitive information with discretion and sound judgment.	***Equity-centered*** Contributes to inclusive practices and supports ACF's commitment to equity.
Learning-minded Adapts to new tools, processes, and information.	***Mission-connected*** Understands how the work contributes to strengthening Central Texas.

Work environment and location:

- ACF offers a hybrid work environment. As a place-based organization, employees are expected to reside locally and be available for in-office meetings and tasks.
- Employees work with their supervisors to develop a hybrid work plan.
- Work is generally performed in a professional office setting.
- Minimal travel may be required.
- Attendance at occasional evening or after-hours events may be required.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the role.