

## POSITION DESCRIPTION

JOB TITLE:	Manager, Accounting	STATUS:	Exempt
REPORTS TO:	Controller	HOURS:	Full Time
DATE:	May 2021	DEPT:	Accounting

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### **CFT's Vision**

To build thriving communities for all

### **CFT's Mission**

CFT stimulates creative solutions to key challenges in our community. We thoughtfully and effectively support our diverse donors and grantees by providing exemplary service and by demonstrating accountability. We improve lives through an unwavering commitment to lasting impact.

### **CFT's Values**

Enhancing the experience and impact of giving through:

1. Exemplary service;
2. Wise stewardship of resources; and as a
3. Trusted partner for community knowledge and collaboration.

### **Summary**

The Accounting Manager provides primary accounting and reporting support for Communities Foundation of Texas. Responsibilities include all aspects of the monthly close, annual audit, tax returns, and internal controls as well as continued improvements to current processes.

### **Key Responsibilities**

- Ensure complete and compliant closing of books, including preparation, review, and posting of journal entries on a daily basis
- Report on and reconcile investment funds managed by CFT's primary investment team, as well as those funds managed by brokers external to CFT
- Ensure daily posting of deposits, including gifts, as well as all other account and ledger maintenance, such as maintaining fixed assets ledgers
- Prepare monthly and annual consolidated financial statements for the Communities Foundation of Texas and its supporting organizations
- Supervise processes of the Accounts Payable team, including oversight of both grants processing and traditional accounts payable activities
- Manage accounting staff, including daily supervision, development and performance management
- Monitor and oversee the external audit process, serving as the on-site contact for questions and preparation of work papers as requested by the auditors
- Preparations of various tax returns including the Form 990
- Responsible for maintaining proper internal controls within the Foundation
- Monitor and work with outside vendors on real estate and partnership assets
- Special projects as assigned

### **Qualifications**

- Bachelor's degree required

- 5+ years of professional-level experience, including experience with financial accounting, in positions of increasing or manager-level responsibility
- Background in public accounting preferred
- CPA certification highly preferred
- Experience in non-profits or community foundations preferred
- Experience with investment accounting preferred
- Experience supervising and managing others
- Experience with Blackbaud software and SAP Concur preferred
- Proficiency in Microsoft Excel and Word required

#### **Skills & Requirements**

- Demonstrates analytical and problem solving abilities
- Initiative to identify improvements and solutions
- Strong supervisory skills
- Ability to work and interact with departments throughout an organization
- Ability to work and interact with external vendors, auditors, financial institutions and brokers
- Exceptional written and verbal communication skills
- Strong attention to detail and financial information
- Ability to track multiple projects and funds simultaneously, including follow-up on changes to projects/funds
- Valid state issued driver's license

**Disclaimer:** The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all employees within this class.

**Accommodations:** Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

**Send your cover letter, resume and salary requirements to: [careers@cftexas.org](mailto:careers@cftexas.org)**