



Accounting Manager

Position Summary:

The Accounting Manager is primarily responsible for supporting the financial reporting needs of the Foundation, including the preparation of timely and accurate investment information to support reporting to external constituencies. This position collaborates with all levels of staff to enhance the work of the Foundation. As an integral part of the finance team, this position reports to the Vice President of Finance and Operations.

Duties and Responsibilities:

To perform this job successfully, the ideal candidate must be able to perform each essential duty and responsibility satisfactorily. The duties and responsibilities include the following, though other duties may be assigned.

- Support day to day accounting tasks, executing transactional processing / account reconciliation to support timely close and external donor reporting.
- Reconcile all bank, trust, custodial, and investment account statements, ensuring transactions are analyzed to arrive at correct account balances, and journal entries are well documented, timely and accurate. Research and resolve discrepancies.
- Ensure that these transactions are in accordance with Generally Accepted Accounting Principles (GAAP) and all applicable regulatory requirements.
- Participate in monthly and year-end close by gathering and analyzing data to accurately prepare and report financial information, including the preparation of schedules to support the annual audit and tax returns.
- Participate in cross departmental training to ensure knowledge sharing regarding key financial and accounting activities.
- Support the month-end and year-end closing procedures and the preparation of related statements for donors.
- Perform diligent review of the general ledger and work with the Vice President of Finance and Operations and Controller to correct identified errors or omissions.
- Manage accounts receivable and collections process related to outstanding grants and fees payable.
- Support internal control procedures related to fiscal sponsorships.
- Participate in the implementation and upgrade of enterprise system to facilitate efficient operation and financial management of the organization.
- Assist in the definition, documentation, and implementation of processes in new financial system to improve operational performance as well as effective internal controls over financial operations.
- Manage the opening and closing of donor and fiscal sponsorship funds within the enterprise management system.
- Support senior management team with information and financial data to enable strategic decisions.



- Provide support to Vice President of Finance and Operations and Controller, performing additional duties as requested.

Supervisory Responsibilities:

None

Qualifications:

To perform this job successfully, the ideal candidate must be able to perform each essential qualification satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Highly organized, able to multi-task and track multiple projects
- Intellectually curious
- Superb customer service
- Strong mathematical aptitude
- Highly organized, able to multi-task and track multiple projects
- Self-starter with a heightened sense of initiative
- Excellent time management and attention to detail
- Ability to think strategically as well as perform detailed work
- Strong collaborator; an effective team player
- Unquestionable integrity and trustworthiness
- Must be able to work after hours and weekends as necessary

Education/Experience:

- Bachelor's degree in Accounting, Finance, or related field from four-year college or university required
- At least three to five years related experience and/or training
- Experience with Blackbaud FinancialEdge accounting software, inter-fund accounting for subsidiary entities, and nonprofit accounting preferred
- Experience with Microsoft Office suite with advanced excel skills preferred
- CPA eligibility preferred

To apply for the position, please send cover letter and resume to hire@dallasfoundation.org

About The Dallas Foundation:

Established as a community foundation in 1929—the first in Texas—The Dallas Foundation serves as a leader, catalyst and resource for philanthropy by providing donors with flexible means of making gifts to charitable causes that enhance our community.