

**Job Title:** Senior Staff Accountant

**Department:** Finance

**Reports to:** Senior Director, Finance

**Category:** Exempt; Full-time

**Summary:** The Senior Staff Accountant provides accounting transactional support to donors and staff in a variety of ways. As a key member of the Finance team, the Senior Staff Accountant will oversee all aspects of the accounts payable process, including vendor payments and payments related to the Foundation's operating budget. This role will serve as a liaison to Philanthropic Partnerships to ensure timely processing of grant disbursements and monthly reconciling of grant activity. The Senior Staff Accountant will be responsible for monthly reconciliations, audit, and tax support, along with assisting the Finance team with projects as needed.

Duties and Responsibilities:

Responsible for managing timeliness, compliance, and review of accounts payable as well as review of grant disbursements, including reconciling grant activity, monthly reconciliations and audit support including:

- Accounts payable support, including reviewing and approving accounts payable and grant distributions and ensuring accurate coding and recording, and processing payments according to the Foundation's published distribution schedule.
- Provide donor service and support to the Philanthropic Partnerships team by providing critical updates related to grant and vendor disbursements.
- Provide necessary assistance in research related to reconciling items on weekly payment processing.
- Perform monthly grant reconciliation to ensure the grant subledger and general ledger are aligned and reflect monthly activity.
- Monthly review of documentation for multi-year grants to ensure the recording of liabilities are in accordance with GAAP.
- Maintain and continuously improve upon processes to support timely, effective, and efficient AP & disbursement processing.
- Oversee the accurate and complete record of The Foundation's executed contracts with vendors and independent contractors.
- Review monthly credit card activity and collect supporting data from card holders.
- Provide support for the Foundation's annual audit and tax return, including preparation of supporting documentation and schedules along with interaction with outside accounting team.
- Lead processing with annual 1099 filings.
- Review accounting documents for accuracy, clarity, and compliance with Foundation policies and procedures, accounting standards and relevant laws and regulations.
- Assist with monthly, quarterly, and year-end closings.

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- Provide backup to assist in entering Accounts Payable, when needed.
- Provide backup to assist in entering and depositing gifts, when needed.
- Perform other duties as assigned.

#### Qualifications:

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

- Aligned with [The Dallas Foundation's Organizational Values](#)
- Highly organized, able to multi-task and track multiple projects
- Attention to detail and accuracy
- Heightened sense of initiative as a self-starter
- Superb customer service
- Excellent verbal and written communication skills
- Strong interpersonal skills, ability to establish effective relationships with both internal and external audiences
- Strong mathematical aptitude
- Excellent time management
- Strong analytical skills
- Computer literacy, including Microsoft Office, accounting, and database systems.

#### Education/Experience:

- Bachelor's degree in accounting or finance required.
- 4+ years related experience and/or training.
- Non-profit experience preferred.
- CPA Certification or eligibility to sit for CPA exam preferred.
- Experience with CommunitySuite a plus.

#### Physical Requirements:

The physical requirements and 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 of the job.

- Moderate noise level
- Occasional standing and lifting of at least 5 pounds
- Long periods of sitting

To apply for the position, please send cover letter and resume to  
[hiring@dallasfoundation.org](mailto: hiring@dallasfoundation.org).