



Job Title: Foundation Accounting Advisor
Department: Foundation Accounting
Supervisor: Estee Shor & Ed Shapiro
Supervises: N/A
Position Type: Full Time, Salaried, Exempt
Location: Fairfield, CT
Date Posted: 03/15/2019

Overview/Job Description:

We are searching for a key player in our Foundation Accounting department. The person in this role will be responsible for providing high level support in all areas of foundation accounting and will require interfacing directly with clients regarding the myriad issues that pertain to their taxes and financials.

Essential Functions:

- Reconcile the financial information of newly onboarded existing foundations
- Work on enhanced budgeting, reporting, and financial audit support engagements
- Improve efficiencies across departments to enhance customer experience
- Audit support services include:
 - Trial balance preparation on the accounting method as requested by the 3rd party private foundation auditor firms (cash, accrual, modified cash basis)
 - Preparation of balance sheet and income statements
 - Assisting auditors in reconciling financial information as necessary
- Provide high level support in the area of K-1 review and reconciliation
- Assist in the preparation of month-end budget reports for certain foundation clients, review payroll transactions, and prepare reconciliations of forms W2 and 1099 at year-end
- Reconcile prior year 990-PFs to our financial platform and identify and obtain any outstanding information
- Create templates for splits, mergers, acquisitions and other corporate actions that periodically occur
- Review and record, as needed, Life Insurance and Annuity policy transactions
- Prepare quarterly updates for US TIPS adjustments
- Review 990-PF and 990-T forms and help resolve tax items and other differences noted

Desired Skills/Characteristics:

- Client friendly demeanor
- Ability to manage and prioritize multiple projects while meeting statutory and internal deadlines
- Strong technical and organizational skills
- Works well in a team environment as well as independently
- Ability to identify problems and recommend solutions in a fast paced environment
- Excellent written and oral communication skills
- Must be detail oriented, motivated and able to prioritize
- Ability to learn quickly and take initiative

Preferred Education/Experience:

- CPA
- Must have tax, accounting, and audit experience
- Degree in accounting or finance
- Mastery of computer and web based products not limited to: MS Word, Excel, Outlook or Exchange, Internet Explorer

Physical Demands and Work Environment:

- Clerical work to be done in an office mostly seated at a desk
- Ability to communicate with others in the office via phone, computer, and gathering in meeting spaces
- Lifting up to 20 pounds



NOTE:
This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

The company is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.