

Job Title	Reports To (Title)	Job Classification	Payroll Classification	Date
Foundation Accountant	Executive Director of the Jesuit Foundation	Full Time	Exempt	2024

Summary of Essential Job Functions

Reporting to the Executive Director of the Jesuit Foundation and serving as a key liaison between the Advancement department, Accounting department and stakeholders, the Foundation Accountant is responsible for a comprehensive set of accounting functions to ensure accuracy and compliance with established governance protocols of the Foundation and School.

Essential Functions

- Ensures accurate accounting practices for expendable gifts, endowed funds and planned-giving.
- Performs financial compliance reviews for departmental spending of restricted funds.
- Supports the Advancement Office with regard to general gift processing, planned giving operations, annual giving, and capital gifts.
- Oversees policies and procedures related to term gifts and gifts designated to create permanent endowed funds.
- Responsible for monthly, quarterly and annual accounting related to the Foundation's approximate \$100m endowment and the underlying investment portfolio
- Financial modeling of the annual endowment distribution and prospective new funds
- Monthly, quarterly and annual financial reporting, including preparation of the schedules, footnotes and documents needed for the annual audited financial report and tax returns.
- Communicate timely and effectively with employees of the School and Foundation, and other constituency groups.
- Recommend appropriate action on a wide variety of accounting issues related to endowments, spending budgets and other projects as assigned.
- Manage the flow of information and reporting of gifts and pledges between the Foundation and School Accounting department.
- Evaluate & recommend appropriate endowment accounting treatment in accordance with GAAP, GAAS and Universal Guidance including but not limited to review of gift agreements, preparing and reviewing journal entries, preparing schedules for endowment distribution internal account holders, monthly investment reconciliations, and performing or reviewing account reconciliations.
- Respond periodically to benchmarking surveys by providing data as requested.
- Additional ad hoc reporting and tasks as required by the Executive Director.

Qualifications

- Bachelor's degree from an accredited university. Advanced degree is preferred.
- 7+ years of non-profit accounting with significant exposure to fund accounting preferred
- Commitment to excellence and the ability to work effectively with many different constituencies.
- Demonstrated integrity, drive, vision, and comprehensive communication skills.
- Ability to effectively manage multiple priorities, functions, and activities.
- Proficient with Microsoft Office suite
- Preference given to proficiency with Blackbaud's Financial Edge and Raiser's Edge
- Preference given to licensed CPA
- Ability to multi-task as well as work in a dynamic, deadline-driven environment is essential.
- Ability to maintain strict confidentiality given access to constituents and records.

- The successful candidate is exceptionally well organized and action oriented, a data driven, skilled analyst, excellent listener and thoughtful communicator.

Physical Requirements and Work Environment

- Generally works in standard office conditions and climate.
- May work at a desk and computer for extended periods of time.
- Be able to occasionally lift up to 30 lbs.
- Occasional support required at larger fundraising events may be required.