



Job Title: Foundation Accounting Advisor
Department: Foundation Accounting
Supervisor: Foundation Accounting Manager
Supervises: N/A
Position Type: Full Time, Salaried, Exempt
Location: Fairfield, CT
Date Posted: September 2020

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
- Advise finance and client service teams with respect to requesting, recording and reconciling certain financial information as it pertains to complex Foundation Accounting issues
- Improve efficiencies across departments to enhance customer experience
- Work on enhanced budgeting, reporting, and financial audit support engagements
- 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:

- Ability to manage and prioritize multiple projects while meeting statutory and internal deadlines
- A strong and proven ability to organize and efficiently handle a high volume of work, prioritize issues and tasks, and be able to adapt to handle unexpected changes in priorities.
- Strong client-service orientation and interpersonal skills: a “can-do” attitude and strong sense of diplomacy are critical.
- Strong technical and organizational skills including the ability to identify problems and recommend solutions in a fast-paced environment
- Works well in a team environment as well as independently
- Clear and effective communication skills, written and verbal, appropriate for working with ultra-high net-worth individuals, corporate and foundation executives, and their advisors and staff are required.
- Must be detail oriented, able to learn quickly, prioritize, and take initiative
- Maintains the highest level of integrity, including respect for and adherence to client and corporate confidentiality.
- Display grace under pressure and positivity in a high-volume, high-energy environment both with clients and colleagues.

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:

- In order to perform successfully the essential functions of this position, an employee must generally be able to do the following: communicate verbally (speak and hear); use hands or fingers; handle or feel objects, tools, or controls; stand; walk; sit; reach with hands and arms; occasionally lift and/or move up to 15 pounds; drive and write coherently and grammatically in English. The position requires the ability to see objects, print, and/or images at close range and in the distance, and the ability to adjust focus. The noise level in the work environment is usually low to moderate. Foundation Source will provide reasonable accommodations to enable otherwise qualified individuals with disabilities to perform the essential functions of the position.

NOTE:

- This job description does not include all of the duties that may be required of an employee in this position. Other functions, tasks, and duties may be assigned by the Company, in its discretion. To perform this job successfully, an employee must possess the skills, aptitudes, and abilities to perform each duty proficiently. Educational and experience requirements listed in this document are the minimal requirements for consideration for the position. The set of functions considered "essential" is subject to modification by the Company. Foundation Source will provide reasonable accommodations to enable otherwise qualified individuals with disabilities to perform the essential functions of this position. This job description does not create an express or implied employment agreement; in the absence of a specific written agreement to the contrary, all Foundation Source employees are employed "at will," and may resign or be discharged at any time, with or without notice.

Foundation Source is an Equal Opportunity Employer, maintains a drug free workplace, and complies with the ADA.

All applicants are considered without regard to race, color, religion, sex, gender identity, sexual orientation, pregnancy, age, national origin, ancestry, physical/mental disability, military/veteran status, genetic information, marital status, or any other protected characteristic under applicable federal, state, and local laws. By completing this application, you are seeking to join a team of hardworking professionals dedicated to consistently delivering outstanding service to our customers and contributing to the financial success of the organization, its clients, and its employees. Any applicant requiring a reasonable accommodation to complete the application and/or participate in the interview process should contact a management representative.