



For this generation...and generations to come.

SENIOR ACCOUNTING MANAGER POSITION DESCRIPTION

Organization

Established in 1954, the Jewish Community Foundation of Los Angeles manages charitable assets of more than \$1 billion entrusted to it by over 1,300 families. The Foundation partners with donors to shape meaningful philanthropic strategies, magnify the impact of giving, and build enduring charitable legacies. Over the past 25 years, The Foundation has distributed more than \$1 billion in grants to thousands of nonprofits across a diverse spectrum. The Foundation's investments include multiple investment pools, 35 support foundations, and many other investments, including over 200 accounts at more than 20 banking and investment firms. www.jewishfoundationla.org.

Position Summary

The Senior Accounting Manager helps manage and actively participates in the accounting cycle to ensure that The Foundation's accounting processes are timely, accurate, efficient, and consistent. The manager also oversees the payroll function. The successful candidate will have a deep knowledge of accounting, with a particular emphasis on fund accounting, and the willingness to roll up his/her sleeves.

This position supervises a General Ledger Accountant and Accountant/Payroll Specialist and reports to a seasoned Controller, who actively participates in all aspects of accounting.

Responsibilities

- Oversee and participate in the daily work and monthly/quarterly close process in key accounting areas, including:
 - accounts payable function, including reviewing and approving accounts payable and grant distributions and ensuring accurate coding and recording
 - pooled investment vehicles and investments for individual donor funds
 - payroll function, including benefits-related expenses
- Identify and lead implementation of effective processes and procedures for accomplishing and improving the work, and ensure that proper internal controls are in place to safeguard company assets
- Review and prepare deposit entries; review gift acknowledgment letters
- Prepare weekly cash management schedules
- Prepare monthly and quarterly allocation entries related to investment activity and fees
- Monitor workflow and productivity to ensure deadlines are met

- Prepare complex audit schedules such as investment roll forward schedules
- Support annual budget process
- Provide analysis and reports to management as requested
- Support and maintain departmental policies and procedures documentation
- Cross train on all other accounting processes; provide backup support for Controller and other staff members
- Perform compliance activities and special projects as requested

Core Competencies and Qualifications (Required)

- Bachelor's degree in accounting or equivalent
- 7 years of accounting experience (preferably foundation); superior knowledge of accounting guidance
- Foundation or other fund accounting experience
- 3-5 years of experience managing payroll for a medium-size organization
- Strong skills supervising people, projects, and closing timelines
- High level of demonstrated accuracy
- Significant experience preparing complex audit schedules
- Strong analytical, critical thinking and problem solving skills
- Proven ability to track and manage several projects simultaneously
- Exceptionally motivated, organized and detail-oriented; team player with a willingness to help where required
- Familiarity with investment brokerage statements
- Ability to work both under supervision and independently
- Professionalism and discretion

Core Competencies and Qualifications (Desired)

- Experience with Financial Edge and Raiser's Edge
- CPA
- ADP proficiency

Please send resume to jobs@jewishfoundationla.org. No phone calls please.

It is the Foundation's policy to provide equal employment opportunity for all applicants and employees.