

Senior Accountant: Investments & Funds

Location: Remote / Oakland, California

Department: Finance

Reports to: Chief Financial Officer

About East Bay Community Foundation

Founded in 1928 and supported by over 400 local donors, the East Bay Community Foundation partners with fund holders, social movements, and the community to eliminate structural barriers, advance racial equity, and transform political, social, and economic outcomes for all who call the East Bay home. The Foundation is committed to advancing a Just East Bay; where all members of our community are treated fairly; resulting in equitable opportunity and outcomes for all. Today, EBCF manages over \$800 million in community-based assets and offers charitable tools, funds, and investment options to enable donors to give smartly. For more information, visit ebcf.org

About the Position

EBCF seeks an experienced Senior Accountant who is able to work well both independently and collaboratively and has exceptional attention to detail. This person will be responsible for all investment and fund Accounting, and should be comfortable working in a dynamic environment that is experiencing change and growth.

Core Responsibilities

Investments

- Perform all investment accounting related duties for a large portfolio of accounts including:
 - Monthly or quarterly, complete complex account reconciliations, analyzing and recording investment related revenues and expenses, including realized and unrealized gains (losses), interest and dividends, and investment advisory costs
 - As appropriate, record capital calls, distributions, fair market value adjustments, write-downs, conversions, etc. for relevant investments
 - At least annually, analyze and record activity for other assets, including charitable remainder trusts and insurance policies
 - Act as the co-liasion with financial institutions used for investments
 - Implement and maintain information system for investment fair value accounting
 - Prepare internal and external monthly, quarterly and annual financial reporting and analysis, including the Quarterly Investment Performance Report for donors, and Board Committee Reports
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Funds

- Perform all fund accounting related duties including monthly and quarterly, as appropriate, calculating, analyzing and recording fund related operating revenues, including management fees, gift service fees, internal program management costs for reimbursement, and investment advisory fees
- Quarterly, produce accurate fund statements for donors
- Perform additional finance tasks for all support organizations on an accurate and timely basis, including quarterly financial statements with footnotes and supporting schedules, tax workbook preparation and filings, attorney general filings, draft board minutes, etc.
- Manage calculations of annual spending amounts available for endowment funds
- Prepare internal and external monthly, quarterly and annual financial reporting and analysis, including the Quarterly Investment Performance Report for donors, and Board Committee Reports

Master Files

- Maintain master files for all bank and investment accounts, including:
 - Maintain a comprehensive list of all bank and investment accounts, including key data including the nature of the account, staff with online access, and all authorized signers. Rate each account for level of complexity, to enable account reconciliations to be shared amongst finance staff
 - Work with banks and investment managers to ensure data is accessible online timely whenever possible
- Maintain master files for all funds, including:
 - Review and adjust fund profiles, comparing them with corresponding agreements, proposals/applications, budgets, etc.
 - Once fund profiles are approved, input new funds and set-up fees, etc. within FIMS, confirming all key documents have been saved to the Funds shared drive
 - When fund closures are proposed, complete all relevant actions on the checklist and request approval. Once approved, process fund closures within FIMS, confirming all key documents have been saved to the Funds shared drive

Support

- Coordinate and support all fund and investment related data for year-end external audit & IRS Form 990 tax filing
 - Assist Controller & CFO on special inquiries or projects
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Qualifications

- B.A degree in accounting or related field; three years or more of related experience and/or training; or equivalent combination of education and experience

Additional Requirements:

- Interest and commitment to the Foundation's mission, community service and justice
- Hands-on experience with investment accounting, and quick to learn different automated financial systems
- Advanced Excel skills and knowledge of Microsoft Word
- Detail oriented, excellent data review and processing skills, and motivated by working with systems
- Self-starter and motivated team player; ability to manage time, meet deadlines, work well independently and collaboratively and set priorities in a fast-paced, multi-task environment
- Comfortable working in a dynamic organization and helping implement changes
- Strong verbal and written communication and interpersonal skills
- Non-profit and fund accounting experience preferred
- Familiarity working with FIMS or at a Community Foundation is a plus

Location

Currently all EBCF staff members are working remotely in the Bay Area. We anticipate returning to our offices in Oakland, CA and Walnut Creek, CA in early 2021 and will expect this role to work from one of our offices at least 1-2 times per week.

Compensation

This position offers competitive compensation and excellent benefits, in line with the field of philanthropy.

How to Apply

To apply, please email a cover letter and resume to jobs@eastbaycf.org by **Monday, October 5th**. Please use the subject line: **EBCF Sr. Accountant Application**. Submission via one combined PDF or Microsoft Word file is preferred. Resume review begins immediately.

The East Bay Community Foundation does not discriminate in employment opportunities or practices on the basis of race, ethnicity, religion, national origin, age, sex, sexual orientation, marital status, disability, or any other characteristic protected by law and is an employment-at-will company. EBCF is an equal-opportunity employer. People of diverse backgrounds are strongly encouraged to apply.
