



Job Title: Accounting Manager
Department: Finance & Administration
Status: Exempt
Reports to: Director of Finance
Supervises:

About Us

The Koret Foundation is a private foundation based in San Francisco, committed to strengthening the Bay Area community and nurturing the continuity of the Jewish people worldwide.

Position Summary

The Accounting Manager is responsible for planning, organizing and directing the day-to-day accounting activities of the Finance department. The Accounting Manager reports to the Director of Finance and is an integral member of the team. He/she will assist in providing and improving financial controls to support and monitor the foundation's policies and procedures. The Accounting Manager strives for excellence in his/her work, is detailed-oriented and a proactive problem solver. The Accounting Manager also enjoy becoming a super-user of new technologies and improving processes using technology.

Key responsibilities:

- **Overall**
 - Liaison to accounting service provider, Strata, to ensure accurate daily invoicing, monthly, quarterly, and annual reporting of financial activities
 - Manage the execution of the annual audit and tax filings
 - Develop and conduct process improvements, consistent with establishing good internal controls, policies, systems, and reporting deliverables, etc.
- **Financial Reporting & Analysis**
 - Oversee general ledger including but not limited to the following activities: investment portfolio, rental properties activities, grant activities, building activities, and operations including fixed assets, amortization, depreciation, expense, and bank reconciliations
 - Maintain the vendor master list for operations and grants
 - Monitor daily cash flow needs and prepare monthly cash flow statement and schedules
 - Research, adjust and record variances of income and expense line items
 - Prepare Audit Committee Meeting minutes

- Assist with developing annual budget, and once approved, will monitor and track monthly
- Maintain hard copy/soft copy of third party statements, personnel files, and regulatory filings
- **Tax**
 - Review the annual tax worksheet prepared by accounting service provider, Strata, for auditor – i.e. 990-PF, 990-T, UBIT filing, quarterly excise tax
 - Review the quarterly estimates excise tax prepared by accounting service provider, Strata, for auditor review
 - Review grant payments, grants projection and payout status - provide monthly updates of 13-month schedule to Director of Finance
 - Update and inform team of all tax activities – i.e. Form 1065, Form 3522, Form 8453, Secured Property Taxes, etc.
 - Prepare tax payments to IRS, Franchise Tax Board and Secretary of State
- **Investments**
 - Verify accuracy of dashboards, quarterly portfolio performance, and committee and board material financials from investment advisor
 - Review processing of capital calls, distributions, subscriptions and redemptions of alternative assets and payment of management fees & reconcile monthly
 - In partnership with investment advisor, JPM, prepare Finance & Investment Committee Meeting minutes
- **Human Resource Administration (including Payroll & Pension)**
 - Maintain and review confidential payroll and pension records – staff timesheet, semi-monthly summary, employee contributions to medical insurance benefits, semi-annual and quarterly pension & 401(k) payments, and voluntary deductions
 - Provide new hires with onboarding employee package, and provide exiting employees with termination pamphlets
 - Maintain confidential personnel, insurance coverage and pension benefits records and files
 - Assist Director of Finance in maintaining and improving operating manuals to meet all governmental rules and regulations – i.e. *Employee Handbook*, Foundation's SB-198 Plan, sexual harassment policy and compliant procedure, etc.
 - Review year-end W-2, W-3, 1099
 - Review accrued vacation and sick time on monthly basis to forecast projected year-end balances
 - Liaison for ADP, Pension Benefit Consultants, and Integro
 - Process bimonthly payroll including review of 401k deduction, benefits and sick/vacation leave balances
 - Assist in completing online surveys including FFOG salary survey, Council on Foundation salary survey, Elaine Lasnik-Broida survey, FFOG administrative cost survey, FFOG investment survey

Skills and Abilities

- Exceptional analytical skills grounded in financial theory and data
- Expert knowledge of financial accounting standards and procedures for tax filing, disclosure reporting and operational compliance with IRS and State of California regulations for private foundations
- Able to interpret and conduct technical accounting research for appropriate accounting standards compliance
- Strong proficiency in Excel (i.e. pivot table, vlookup, sumif, etc.), Word, Outlook, and Visio
- Knowledge of ERP accounting software applications (Intacct preferred) to generate analyses of financial data

Qualifications

- Bachelor's or Master's degree in Accounting required. At least two years of work experience at an independent audit firm. CPA strongly preferred
- Strong understanding of a private foundation's operations, workflows, policies and procedures
- At least 5-7 years in related field with unquestionable track record of skill, good judgment, integrity and ethics
- Supervisory experience
- Dependable, accountable, highly motivated, independent and flexible, ability to exercise discretion in a close team environment, exceptional leadership skills demonstrating sound judgment, good time management skills, and team player
- Ability to work and gain trust of others, excellent/exceptional written, verbal, and interpersonal skills
- Ability to organize, prioritize and manage time effectively