



Manager, Fund and Investment Accounting

Position Description

Reporting directly to the Chief Financial Officer, the Fund and Investment Accounting Manager is responsible for reconciling and allocating investment returns and overall fund accounting of the Community Foundation's more than 400 funds. The Fund and Investment Accounting Manager will support the functions of the Community Foundation's Finance Department to maintain the financial integrity of the Foundation. The Fund and Investment Accounting Manager will work closely with the Manager, General Ledger Accounting and provide backup as needed.

DUTIES AND RESPONSIBILITIES

Investment Accounting

- Maintain up-to-date bank reconciliations.
- Maintain investment fund documents and required processes, including capital calls, distributions and other documents and requests for information as necessary.
- Maintain audit files and spreadsheets, including cost basis and general ledger reconciliations.
- Assist with investment performance reporting and provide benchmarking reporting.
- Complete quarterly and annual reconciliation of GL accounts.

Fundholder Accounting

- Ensure accurate and timely reporting to fundholders including fund statements, investment performance and ad hoc reporting as necessary.
- Actively review and maintain up-to-date fund accounting systems and transactions.
- Manage administrative fee processes.

Other Support for Financial Operations

- Attend meetings and prepare meeting notices, agendas, meeting materials and minutes for committees when necessary, particularly the Investment Committee.
- Maintain excellent knowledge of Community Foundation databases, assist other staff and prepare reports as needed.
- Ensure proper financial and internal controls are in place and provide research and recommendations for improvement.
- Assist with budget preparations.
- Assist with preparation of work papers for the annual audit and tax filings.
- Assist with internal reporting requirements.
- Assist with review and response to fundholder audit confirmation requests.

- Oversee accurate preparation of fundholder statements.
- Prepare miscellaneous surveys.
- Performance of other accounting, financial, administrative or other tasks as needed.

Skills Required / Experience

- Thorough understanding of and strong commitment to the Community Foundation's goals and mission
- Bachelor's degree in accounting, finance or business administration
- Previous accounting experience a must, with proven ability to accept higher levels of responsibility
- Previous experience with investment accounting
- Experience maintaining a high level of confidentiality
- Experience with database applications
- Strong analytical and organizational skills, a perfectionist by nature, with no tolerance for sloppiness
- Time management and attention to detail
- Computer skills, including highly skilled in MS Excel as well as MS Word
- Strong writing skills
- Ability to take initiative
- Must have excellent work habits, including a willingness to perform duties generally outside of the scope of the position

The Princeton Area Community Foundation is an equal opportunity employer. Applicants are considered without regard to race, color, religion, sex, marital status, sexual orientation, gender identity, age, national origin, disability, medical condition, ancestry, or genetic information or any other characteristic protected by applicable federal, state or local law.

Salary/Benefits

Salary: Starting Salary \$90,000
Benefits: Comprehensive package offered
Hours: Full-time position

TO APPLY: Please email a resume, cover letter, and salary requirements to Laura Longman, Chief Financial Officer and Chief Operating Officer at llongman@pacf.org.