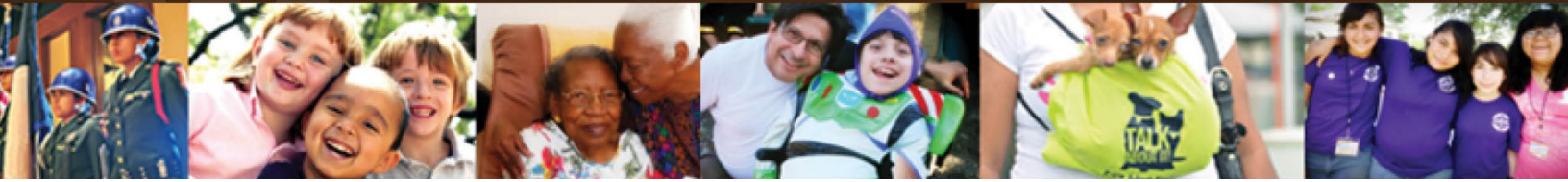




# San Antonio Area Foundation

Where Giving and Community Connect

...helping donors achieve their charitable goals for the greater benefit of the community.



<b>DEPARTMENT</b> Finance	<b>TITLE:</b> Senior Accountant I	<b>REPORTS TO:</b> Controller
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## THE FOUNDATION

The San Antonio Area Foundation, established in 1964, is San Antonio’s community foundation. The Area Foundation makes grants from funds established by individuals, families, businesses or other entities to support charitable causes in our community.

**Our core values are: Community, Integrity, Passion, and Excellence.**

## SUMMARY OF RESPONSIBILITIES

The Senior Accountant I assists with finance/accounting activities such as reconciling accounts, journal entries and the monthly close process. Assist in the preparation and distribution of financial statements. Ensure deliverables are accurate and timely. Provide assistance to others within the department and Foundation as needed. Assist with the external audit and tax reporting. Perform complex analysis and provide recommendations to management or other team members. Initiate reviews of financial information to identify areas for change/improvement. Model leadership traits and support/mentor others within the department. Lead special projects as assigned.

## COMPETENCIES/SKILLS

“The requirements listed below are representative of the knowledge, skill and/or ability required.”

- **Must adhere to Core Values: Community, Integrity, Passion, and Excellence.**
- Demonstrated Expertise (**Required**) – Intermediate to advanced Microsoft Office applications, spreadsheet modeling, and business communications. Intermediate to advanced knowledge of utilizing accounting software.
- Demonstrated Skills (**Required**) – Advanced knowledge of Generally Accepted Accounting Principles. Advanced analytical skills. Knowledge of Internal controls. Fund accounting preferred but not required.
- Handle assignments in a deadline driven environment with a high level of accuracy.
- Excellent verbal, written communications and interpersonal skills.
- Ability to work independently and as part of a team. Ability to take on new tasks/responsibilities with high level of difficulty.
- Expected to work with minimal up-front guidance and to take ownership of the work product. The individual will work closely with all major functional leaders of the organization.
- High integrity, ethics, and moral values.
- Willingness to relocate to San Antonio, Texas, area.

## QUALIFICATIONS

- Professional Experience (**Required**) – 2-5 years of progressively responsible experience with combined public and corporate accounting experience.  
Professional Credentials (**Required**) – CPA or the active pursuit of a CPA certification required.
- Educational Credentials (**Required**) – Bachelor in Accounting or equivalent from an accredited university.

## TASKS/FUNCTIONS

- Provide assistance to CFO and Controller as needed
- Prepare and record asset, liability, revenue, and expenses entries by compiling and analyzing financial information.
- Maintain and balance subsidiary accounts by verifying, allocating, posting, reconciling transactions; resolving discrepancies.
- Identify and correct errors
- Prepare, review and/or oversee complex reconciliations
- Ensure the accuracy of the financial information recorded in the general ledger and provide guidance as needed to Treasury analysts and Accountants.
- Research GAAP accounting treatment and make recommendations based on the research
- Coordinate and support the month end and year-end financial close process
- Back-up month-end duties assigned to other Senior Accountants or Accountants if needed.
- Assists in preparation of monthly management reports, worksheets and narratives, including “Budget vs. Actual” and “Actual vs. Actual” variance reports. Assist in providing follow-up and documentation of significant variances.
- Perform complex analysis and provide recommendations to management.
- Assist less experienced staff within Finance on accounting, reporting and analysis as needed
- Assist with development and preparation of monthly financial statements for Supporting Organizations and the Area Foundation standalone and consolidated statements.
- Represent Finance in Supporting Organization Board meetings.
  - Audits & Examinations:
- Assist with annual external audit. Complete requested materials. Assist in preparing assigned schedules for the annual and interim audit. Research complex accounting issues and resolve issues with the auditors. Research accounting guidance and help ensure that financial statements are fairly stated.
- Assist with development and review of system generated reports required for management, financial reporting and general ledger reconciliations.
- Identify areas for process improvements and utilization of systems
- Conform with and abide by all regulatory guidance and internal policies & procedures.
- Document policies, procedures and workflow for assigned areas of responsibility.
- Contribute to department and organization special projects as assigned.
- Continually seek to improve service to internal and external constituents such as donors, agencies, and other departmental employees.
- Contribute as a strong team member of the San Antonio Area Foundation staff.
- Other duties as needed.

## PHYSICAL DEMANDS / WORKING CONDITIONS

The physical demands and characteristics of the work environment described here are representative of those occurring in the performance of the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the essential functions of this job, the employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

## TO APPLY

Submit cover letter, resume and references to [aburns@saafdn.org](mailto:aburns@saafdn.org) with the job title in the subject line.

**The San Antonio Area Foundation is an Equal Opportunity Employer.**