

PERMIAN BASIN AREA
Foundation

Position Description

Senior Accountant

- Full-time, FLSA status exempt.
- Reports to Chief Financial Officer (CFO).

General

- The Senior Accountant is responsible for the financial accounting and reporting activities of the Foundation, including: financial accounting, reporting, internal controls, bank and investment account reconciliations, annual financial statement audits.

Essential Duties and Responsibilities – Monthly

- Reconcile bank and investment account statements.
- Financial statements (review posting of transactions, journal entries, inter-fund transfers, and prepare financial statements).
- Review daily deposits, and reconcile deposits to independent listing of cash/checks received.
- Review coding of accounts payable, and review posting of accounts payable.
- Recommend and implement changes in accounting system procedures as needed; subject to approval by CFO.
- Special projects as requested.
- Provide support to other staff as needed.
- Provide guidance to Finance and Accounting Administrator as needed.

Other Duties and Responsibilities

- Prepare reports as necessary for Board of Governors and Committee meetings.
- Oversee preparation of fund statements.
- Oversee update of Funds Inventory (stratification).
- Assess fees on funds in accordance with the Foundation's Fund Management and Investment Policies.
- Oversee the maintenance of fixed asset database and depreciation schedule.
- Assist with coordination of annual audit process with independent accounting firm.
- Assist with preparation of audited financial statements and required disclosures.
- Assist with preparation of Forms 990.

Qualifications

- Excellent interpersonal and professional communications skills.
- Capacity to work independently and as part of a goal oriented team.
- High technical proficiency with personal computer and standard office software programs, including Microsoft Word, Excel, and capacity to learn new programs to support new work tasks and efficiencies.
- Proven ability to manage multiple projects and tasks simultaneously.
- Bachelor's Degree or MBA in accounting required.
- CPA or CPA candidate strongly preferred.
- Five or more years of increasing responsibility in financial management, including knowledge of non-profit and fund accounting, finance and general business administration required.
- Valid Texas Driver's License.

This position description is for general understanding of the expectations of the employee and should not be considered to be comprehensive or exclusive of other duties that may be assigned.