



**CARL B. & FLORENCE E. KING FOUNDATION
JOB DESCRIPTION — ACCOUNTING MANAGER**

TITLE: Accounting Manager

REPORTS TO: President

STATUS: Exempt (subject to classification confirmation)

BASIC FUNCTIONS

Serves as principal fiscal accountant regarding receipt, custody, and disbursement of Foundation funds; advises management on budgetary issues. Coordinates with investment consultants, independent auditor, custodial bank, and mineral manager on financial accounting, reporting, and related matters, in consultation with the President. Coordinates tax planning and compliance, including Forms 990-PF and 990-T. Coordinates preparation and monitoring of operating and grants budgets. Prepares monthly and annual financial reports, including statements of financial position and activities, investment and revenue reports, oil and gas revenue and expense reports, budget-to-actual comparisons, and investment performance summaries. Ensures timely payment of vendors and charitable grants and monitors direct charitable activities and related expenditures.

RESPONSIBILITIES

1. Implements applicable U.S. generally accepted accounting principles and the accounting policies and procedures approved by the Board of Directors; advises the President of needed changes to financial policies.
2. Manages accounting systems and processes involving receipt, custody, recording, reconciliation, and disbursement of Foundation funds.
3. Prepares annual operating, capital, and grant distribution budgets and accompanying narratives for recommendation to the Board of Directors.
4. Forecasts cash requirements, including operating needs and grant payments; provides the President with cash flow analyses and information to support investment liquidity decisions. Ensures timely payment of Foundation vendors and charitable grants in accordance with applicable terms.
5. Prepares monthly and annual financial reports for review by the President and presentation to the Board of Directors, including statements of financial position and activities, investment and revenue reports, oil and gas revenue and expense reports, and budget-to-actual comparisons.

6. Prepares and reconciles monthly investment accounting and performance reports in coordination with the Foundation's custodial bank and investment consultants, for review by the President and presentation to the Board of Directors.
7. Performs or oversees accounting data entry, journal entries, financial reconciliations, reports, and fixed-asset records.
8. Coordinates with the third-party payroll provider to ensure accurate payroll processing, funding, payroll-related tax reporting, and related accounting; maintains payroll accounting records and reconciliations. Employee benefits administration, PTO tracking, and personnel records are outside this position.
9. Coordinates with the Grants Administrator on accounts payable documentation, verification, grant payments, and related accounting controls, without supervisory responsibility for that position.
10. Prepares schedules and reports for annual audits and tax filings; coordinates accounting, financial reporting, and related administrative matters with the independent auditor, custodial bank, mineral manager, investment advisors, and other financial professionals, in consultation with the President.
11. Provides the President and Board of Directors with financial information and analysis related to private foundation tax compliance, including minimum distribution requirements, excise taxes, and applicable restrictions under Internal Revenue Code Sections 4940–4945, in coordination with outside tax advisers.
12. Reviews and improves accounting procedures and internal financial controls; maintains accounting-related policies and procedures.
13. Maintains financial records and accounting-related continuity and retention procedures in coordination with the staff responsible for organization-wide records and operations.
14. Accounts for and reconciles insurance premiums and related financial transactions; responsibility for selecting, renewing, and administering insurance policies rests elsewhere.
15. Assists the President and program staff in reviewing grant applicants' financial condition and preparing related financial analyses.
16. Prepares special financial reports, scenario models, and multi-year forecasts for the President, Board, and Board committees as requested.
17. Coordinates with the Grants Administrator to verify the accuracy of financial figures provided for the Foundation website, industry surveys, directories, and other external disclosures.
18. Monitors financial, accounting, and tax laws and regulatory requirements applicable to the Foundation and advises the President of relevant developments.
19. Attends Board and Board committee meetings as required.

20. Performs other accounting and financial duties as assigned.

REQUIREMENTS

1. Commitment to the Foundation's ethical values and philanthropic mission.
2. Ability to work independently in a quiet environment and adapt to the needs of a small-staffed organization.
3. Bachelor's degree in accounting or finance preferred; CPA designation a plus.
4. At least five years of accounting experience.
5. Thorough knowledge of nonprofit accounting standards under U.S. GAAP and working knowledge of investments, including fair value accounting.
6. High proficiency and accuracy in Microsoft Excel and Solomon accounting software or a comparable accounting system.
7. Knowledge of state and federal financial and tax requirements applicable to private foundations preferred.
8. Ability to establish effective working relationships with staff, the Board of Directors, auditors, investment advisers, and other constituents.
9. Willingness to pursue relevant professional development, which may involve limited travel at Foundation expense.
10. Ability to perform the essential functions of the position, with or without reasonable accommodation.

This description summarizes the position's responsibilities and may be revised as organizational needs change.

POSITION DETAILS:

1. Position is 37.5 hours per week, although slightly longer hours may be necessary during portions of the competitive grant cycle. Office hours are normally 9:00 a.m. to 4:30 p.m. weekdays. May be asked to shift hours on days of Board or Board committee meetings (roughly ten times per year maximum). Working from home periodically may be permitted with the President's consent once the Accounting Manager is settled in the position.
2. Position is primarily based in Dallas, but may occasionally involve travel, at Foundation expense, to West Texas or Arkansas to support planned activities, and to other locations as needed.
3. Foundation pays for professional development activities relevant to each position, such as conferences and trainings, plus travel expenses.

4. Salary of up to \$140,000, based upon prior experience. Compensation is determined in compliance with best practices for private grantmaking foundations and reflects the successful candidate's job experience and capabilities.
5. Seven paid one-day holidays per year, plus three days during Thanksgiving Week and the period between Christmas Eve through New Year's Day, and PTO per Board-approved accrual schedule.
6. Benefits are subject to individual eligibility as determined by carrier, but may include group health insurance, short-term disability insurance, long-term care insurance (all insurance currently paid by Foundation at 100%), and annual Foundation contribution (determined each December) of up to 10% of eligible salary to SEP-IRA plan. Additional employee contributions by 403(b) salary deferral are also permitted.