



## **Financial Accountant**

Dallas, TX

The Thoma Foundation a Financial Accountant, whose role will focus on operational accounting functions such as budgeting, forecasting, financial reporting, accounts payable, payroll, and year-end support to external accountants for tax & audit.

To start, you will handle basic bookkeeping responsibilities to gain familiarity with our accounting procedures. Over time, your responsibilities will expand to include creating accounting models, pivot tables and more complex accounting analyses for the founder and the family interests/businesses (philanthropy, small investments.) You will work closely with the principals, Controller, Strategy Analyst and Family Office staff.

This position is ideal for a recent Master's graduate with 3 years of Big 4 accounting experience or for an accountant who has broken the mold and gained several years experience in a FP&A role with a family office. This is a unique opportunity to join a small but growing founder-led entrepreneurial organization where you will have exposure to a broad range of accounting and finance responsibilities.

### **Core Responsibilities:**

- Prepare financial statements with functional expense allocations and other management report according to GAAP; analyze and interpret financial results with board of directors on a quarterly basis
- Full cycle accounting quarterly close/ trial balance reconciliation, including all investment accounts, as well as maintaining the fixed assets and prepaid records with proper depreciation and amortization
- Serve as accounts payable and payroll administrator to the Thoma Foundation
- Prepare annual departmental budget, monitor actuals and recommend actions
- Provide support to external accountants for annual tax and external audit
- Oversee compliance with the latest accounting standards
- Coordinate with the family office Controller on ad-hoc projects relating to real estate, investments and taxes
- Collaborate with board of directors regarding the foundation cash flow and fund management
- Record investment portfolio activity
- Update art database financial records
- Perform special projects and other ad-hoc tasks as needed, such as changing banking relations, research staff benefit plans, liability insurance plans, setting financial policies, foreign contractor and grant issues, sales tax exemption
- Handle year-end 1099 and other quarterly reporting such as worker's compensation

### **Requirements: Education, Experience, Certification, & Traits:**

- Bachelor's degree in Accounting or Finance
- 5 years' accounting/finance experience, including experience in a financial planning and analytics role
- Candidates with any experience with 990PF or private foundation accounting with a family office is a plus

- Expert proficiency in Excel, Sage or QuickBooks
- Resourceful, excellent researcher, and strong analytical skills
- Seeks to work with an entrepreneurial team
- Strong collaborative skills to work efficiently a small team
- Tech savvy with the ability to utilize digital file management software, payment processing tools, and trading platforms

**Location and Hours**

1925 Cedar Springs Rd. Dallas, TX 75201

Must be willing to work in the office Monday - Friday

Please send your statement of interest or cover letter, and resume to [tfjobs@thomafoundation.org](mailto:tfjobs@thomafoundation.org)