

TAX & ACCOUNTING ADVISOR

The Thoma Family Office, a Dallas-based single-family office with an affiliated 501(c)(3) private foundation, is seeking an experienced Tax & Accounting Advisor to provide strategic tax and accounting oversight across both entities. This is a full-time role, with a flexible schedule designed for a senior professional seeking flexible, high-impact work.

Reporting directly to the principal, the Tax & Accounting Advisor will serve as the strategic counterpart to our existing controller. While the controller manages day-to-day bookkeeping and transaction processing, this role exists to provide the higher-level oversight, institutional discipline, and proactive risk identification that operational accounting cannot always surface on its own.

Responsibilities

- Design, implement, and maintain accounting policies and internal controls across the family office and foundation.
- Provide ongoing strategic review of financial operations to identify gaps, inefficiencies, and emerging risks before they materialize.
- Serve as a senior backstop to the controller, ensuring nothing slips through the cracks.
- Oversee accounting strategy and compliance posture for both the family office and 501(c)(3) entity.
- Build and maintain institutional knowledge of the existing accounting infrastructure while introducing best practices.
- Advise family office leadership on accounting, tax, and financial process matters as needed.

Qualifications

- 10–15 years of progressive accounting experience in a family office, private wealth, or closely related environment.
- Experience with private foundation accounting and compliance preferred.
- Demonstrated ability to operate at a strategic level – identifying systemic issues, building process, and advising senior stakeholders.
- Based in the Dallas–Fort Worth area with the ability to attend periodic in-person meetings.
- CPA required.

Location & Working Arrangement

- **Location:** DFW; office is located in Uptown Dallas.
- This is a flexible-schedule position. The successful candidate will define their own rhythm while remaining accessible and engaged.

Application

Email your resume and cover letter or statement of interest to tfjobs@thomafoundation.org.