



Notice of Open Position

Title: Senior Accountant
Location: 1112 Dukes Parkway West, Hillsborough, NJ
Reports to: Accounting Manager and Director of Finance
Status: Full time, exempt

The mission of the Doris Duke Charitable Foundation is to improve the quality of people's lives through grants supporting the performing arts, environmental conservation, medical research and child well-being, and through preservation of the cultural and environmental legacy of Doris Duke's properties.

JOB SUMMARY

The Senior Accountant is responsible for supporting multiple accounting functions in the areas of investments, grants management, general ledger account reconciliation and analysis, budgeting, tax and regulatory preparation including bond compliance, and foundation insurance. The Senior Accountant will also be an active participant in the annual audit and the Finance team's ongoing efforts to ensure the accuracy of financial records and compliance with internal controls.

ESSENTIAL JOB FUNCTIONS

Investments:

- Reconcile the monthly transaction file from the custodian to the general ledger; prepare journal entries as needed and ensure investment portfolio is accurately reported;
- Identify new investment manager accounts needed in the accounting system;
- Prepare various monthly investment account schedules;
- Prepare required audit and tax schedules and reports, including the investment manager confirmations, and confirm market value schedules;
- Prepare audit roll forward schedules and support required.

Grants Management:

- Record the grant approvals and grant payouts in the general ledger;
- Process grant payments via ACH or wire;
- Prepare the audit related grant reconciliations and footnote support.

Financial Statements and Reporting:

- Assist with the monthly GAAP and cash basis financial statement preparation;
- Reconcile GAAP and cash balance sheet and income statement accounts (including unallocated expenses, intercompany, prepaids);
- Prepare monthly/quarterly journal entries as required;
- Prepare accounting, tax and audit schedules to support the annual audit, tax return preparation and quarterly bond compliance;
- Participate in the annual GAAP and cash budget compilation and reporting process;
- Prepare actual versus budget reports with management to ensure expenses are controlled and monitored;
- Identify areas for improvement and/or compliance with controls to ensure financial transactions are recorded accurately and appropriate segregation of duties exists;
- Liaise with foundation staff to implement change or process improvements as needed;
- Document and update the accounting policies and procedures as needed.

QUALIFICATIONS

- Bachelor’s degree in accounting required;
- 3+ years accounting work experience in the areas noted above;
- Solid computer skills with a high level of proficiency in Microsoft Excel;
- Experience with large accounting system; Microsoft Dynamics Great Plains a plus;
- Financial statement report writing skills a strong plus;
- Excellent analytical skills and high attention to detail and accuracy;
- Ability to take initiative and follow through on issues for resolution;
- Strong organizational skills including file maintenance and work paper documentation;
- Ability to contribute to special projects and handle several priorities simultaneously;
- Self-motivated team player who can work collaboratively and positively with employees at all levels;
- Strong interpersonal, verbal and written communication skills.

HOW TO APPLY

Send resume with cover letter to hr@ddcf.org. Include your last name followed by “Senior Accountant” in the subject line. Applications will be accepted until August 9, 2018. *No phone calls or in-person applications, please.*