



Accountant

The San Diego Regional Policy & Innovation Center is a 501(c)3 launched in September 2021 to serve the San Diego region. Our mission is to develop, test, and implement world-class research and policy-driven solutions to address San Diego's most pressing challenges. Climate resilience, critical infrastructure, digital access, and housing affordability are challenges that require massive collective effort. We build partnerships to create cross-sector, multi-jurisdictional solutions. The San Diego Regional Policy & Innovation Center is a partnership between San Diego Foundation, the County of San Diego, and the world's leading think tank - The Brookings Institution. Together with a network of national and regional partners, the Policy & Innovation Center engages government, corporations, and philanthropy to equitably enhance the long-term sustainability and prosperity of the San Diego region.

We are seeking an experienced Senior Accountant who will be responsible for the general accounting function to ensure accurate and timely accounting and finance activities. The position interacts with management, auditors, donors, and internal staff to ensure an appropriate system of accountability and contingency plans designed to mitigate risk, as well as enhance the accuracy of the reported financial results.

Essential duties and principal responsibilities include but are not limited to:

Federal Grant Administration: Work with program personnel on establishing internal controls and procedures for the administration of federal grants. Monitor monthly activity for proper timekeeping, costs allocations, invoice approval processes, and all federal requirements. Responsible for all required financial reporting and invoicing. Work with external auditors on the annual single audit.

Investment Accounting: Complete the monthly review, analysis, recording, and reconciliation of Foundation managed and custom managed investment accounts to ensure that all activity is appropriately recorded and applied to individual funds. Provide back up and support to the Controller in the monthly rebalancing of investment portfolio, including working with the Investment Analyst to complete and send correspondence for the transfer of funds.

Other Assets/Liabilities: Responsible for accounting and reconciliation of all transactions related to balance sheet accounts of the Foundation including, but not limited to, payables, receivables, prepaid expenses, fixed assets (including additions, deletions and depreciation and the maintenance and updating budget to actual for capital purchases) and limited partnerships.



Fee Calculations: Responsible for calculation of termination fees as well as the research and analysis of fees charged as requested by Donor Services.

Planned Giving: Responsible for tracking all planned gifts and bequests and coordinating with other departments as needed. Responsible for electronic archival of statements on a quarterly basis and following up on outstanding statements. Preparation of year-end calculation and recording adjustment for Financial Audit preparation related to present value of future gifts.

Financial Reporting: Assist in preparing monthly financial statements including, budget to actual, Consolidated Statement of Financial Position and Consolidated Statement of Activities, as well as Supporting Organization Financial Reporting (SDCREF; SDWF, SDRDF). Responsible for preparing monthly financial highlights report.

Fund Reporting and Management: Maintain the correct fee structure and reconcile principal and distributable balances of each fund, including detailed spreadsheets and researching variances. Prepare interim fund balance reports, as needed. Assist with performing internal review of quarterly fund statements as well as ad-hoc research from Development & Stewardship or constituents relating to specific fund accounting items.

Tax and Audit Reporting: Prepare schedules and reconciliations as required for tax and audit purposes. Work with external auditors to address questions and provide additional information as requested and provide support to Controller during preparation of Financial Statements as needed.

Other Duties:

- Learn tasks and responsibilities of the Accountant and Accounts Payable Administrator for process improvements and to provide coverage as needed.
- Assist with implementing sound internal controls and best practices
- Ad-hoc reporting for a variety of funds
- Provide support to CFO and Controller and perform additional duties as requested.

Supervision Received

Reports directly to the Controller.



Qualification Requirements

- Minimum five years progressive solid accounting experience, preferably in a foundation or nonprofit organization with fund accounting
- Working knowledge of finance, accounting, budgeting, forecasting and cost control principles including Generally Accepted Accounting Principles
- Experience with federal grants and the Single Audit process; knowledge of federal and state financial regulations.
- Experience with complex investment accounting and portfolio rebalancing.
- Ability to analyze financial data and prepare financial reports, statements, and projections.
- Experience in a people-oriented, fast paced and changing environment.
- Regularly takes initiative to recognize and anticipate opportunities and challenges, and to think critically, and provide and explain alternatives clearly.
- Quality improvement orientation.

Education

- Bachelor's degree in Accounting, Finance, or equivalent experience
- Active CPA preferred or equivalent experience

Other Skills and Abilities

- Financial software products expertise, preferably Blackbaud database (Financial, Raiser, and Grant Edge)
- Highly proficient with Microsoft Office Suite and spreadsheet analysis
- Strong emotional intelligence with excellent interpersonal skills and customer service orientation
- Strong interpersonal, written, and verbal communication skills
- Detail oriented, ability to prioritize, and organize self, team, and tasks
- Flexible and innovative

Special Conditions

- Ability to work extended hours as needed.

How To Apply

Please apply at jobs@sdfoundation.org. Place "Accountant" in the subject line and attach your PDF resume and PDF cover letter.