



JOB DESCRIPTION

JOB TITLE:	Accounting Manager
DEPARTMENT:	Accounting
REPORTS TO:	Controller
EFFECTIVE DATE:	
CLASSIFICATION:	Exempt

POSITION SUMMARY: The Accounting Supervisor provides support to the H. E. Butt Foundation staff in functions related to annual budgets, financial reporting, restricted donation monitoring, and retirement plan administration.

PROGRAM MISSION: The Accounting team strives to meet the accounting, fiscal planning, and financial reporting and compliance needs of the Foundation in a professional, courteous, and service-oriented manner, in an environment that seeks to strengthen financial disciplines and educate Foundation staff on an ongoing basis.

ORGANIZATIONAL VALUES: Rooted in our Christian faith, daily work reflects the Values of Hospitality, Stewardship, Unity, and Excellence.

ESSENTIAL FUNCTIONS:

- Facilitate decision-making for the future by presenting a financial view that informs and allows the organization to move its vision forward
- Coordinate and perform annual financial planning process
 - Meetings are scheduled in timely manner, budget worksheets distributed to departmental staff, and follow-up contacts made in a timely manner to produce an approved budget and financial plan by calendar year end for the following year's budget.
 - Full-cost and subsidy calculations are calculated and included in the final financial plan
- Assist Controller with preparation of semi-annual board meeting materials
 - Responsible for developing, calculating and communicating full cost calculations to leaders across all programs

- Responsible for the proper accounting for and tracking of the Foundation's board and donor restricted donations
 - Investment income allocated on a quarterly basis, posted through the accounting system
 - Review release of restricted funds on a quarterly basis
 - Reconcile intercompany transfers on a quarterly basis
- Coordinate communications and delivery of all required materials with our external auditors in support of annual financial statement audits
- Prepare annual IRS information returns Form 990 for the Laity Renewal & Laity Lodge foundations
- Aids in administration of the Retirement Plan of the H. E. Butt Foundation
 - Quarterly plan contributions made in accordance with actuarial reports
 - Assist with administration of plan investments, including preparation of annual census and communication regarding discretionary employer contributions
- Prepare ad-hoc financial and operating reports to support fundraising efforts and to assist management in decision-making
- Other accounting functions as needed, including oversight for the:
 - Distribution of periodic operating statements and other internal reporting deliverables
 - Electronic submission of Texas sales and hotel tax returns with the state
 - Communication of scholarship and restricted fund availability
 - Tracking, reconciliation and communication of capital project spending and related approvals
 - Annual calculation and allocation of fixed asset depreciation
- Performs other related duties as assigned by management

QUALIFICATIONS:

- 8 plus years of experience
- Requires a bachelor's degree in Accounting or related area
- CPA, or other professional designation preferred
- Knowledge of economic and accounting principles and practices, the financial markets, and the analysis and reporting of financial data
- Knowledge of business and management principles involved in strategic planning and resource allocation
- Supervisory experience with proven experience to lead and develop other team members
- Must be proficient with Microsoft Word, Excel, Outlook and other general computer and office equipment

COMPETENCIES:

- Ability to identify complex problems and review related information to develop and evaluate options and implement solutions; proper analysis of data and facts
- Ability to work unsupervised and meet deadlines
- Creative thinking and problem-solving skills
- Good communication skills including listening, speaking, and presentation
- Sound judgment and discretion

PHYSICAL REQUIREMENTS:

- The employee may occasionally lift and/or move items up to 25 pounds.

WORK ENVIRONMENT:

- This job operates in a professional office environment.
- This position may occasionally work in a camp or retreat setting.
- This role routinely uses standard office equipment such as computers, phones and multi-function printers.
- Ability to work outside on uneven terrain and in varying weather and environmental conditions

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EMPLOYEE SIGNATURE

DATE

MANAGER SIGNATURE

DATE