



Position Title: Accountant

Reports To: Executive Director

Location: Alexandria, LA

Employment Type: Full-Time, Exempt

Position Summary

The Accountant works closely with the Executive Director to provide oversight of the Foundation's pooled and fiduciary accounting activities associated with investments managed by the Foundation on behalf of other nonprofit organizations and charitable arrangements.

Key Responsibilities

Oversight

- Provide recommendations on policies, objectives, and guidelines pertinent to the investment accounting activities of the Foundation.
- Collaborate with staff, consultants, and others to ensure efficient administration and performance of investment accounting activities.

Fiscal Management

- Direct and oversee all accounting activities for the investments managed by the Foundation in a fiduciary capacity, including deposits, withdrawals, transfers, and the calculation and allocation of investment income, gains/losses, and fees.
- Monitor and manage cash flow and liquidity to ensure the Foundation's fiduciary obligations are met.
- Ensure appropriate segregation of duties and internal controls related to cash handling, investment transactions, and fiduciary accounting activities.
- Manage fund and pooled accounting systems utilized by the Foundation.

Reporting

- Prepare timely and accurate financial reports related to our assets under management for the Executive Director, the Board, and other key partners as requested, including periodic summaries of financial activity.
- Preparation, filing, and distribution of all required tax and informational returns related to our fiduciary obligations.

Audit & Compliance

- Assist with annual independent audit and prepare any required documentation.
- Assist with annual review by the Evangelical Council for Financial Accountability and similar organizations.

- Ensure compliance with governmental regulations, industry standards, board policies, and internal controls, guidelines, and procedures pertinent to investment accounting activities.
- Serve as a liaison with external auditors, tax advisors, and regulatory bodies on investment accounting-related matters.
- Provide recommendations on policies, controls, guidelines, and procedures pertinent to the Foundation's investment accounting activities.

Other Responsibilities

- Maintain confidentiality of sensitive organizational and client information.
- Perform other duties assigned by the Executive Director or as customarily expected in comparable roles.

Qualifications

- A Christian who evidences a sincere faith and a deep commitment to the values and mission of the Foundation.
- A member in good standing of a Baptist church cooperating with the Louisiana Baptist Convention.
- Satisfactory completion of a background and credit check.
- A bachelor's degree from an accredited university, preferably in accounting or finance.
- Demonstrated accounting experience, with a preference for experience in nonprofit, fund-based, or investment accounting environments.
- Excellent communication and presentation skills.
- Proficiency in Microsoft Office and other basic administrative and accounting software programs.

Compensation & Benefits

- Competitive salary commensurate with experience.
- Benefits package including retirement plan, health insurance, life insurance, disability insurance, paid time off, and ministry-related travel reimbursement.