



JOB DESCRIPTION

POSITION TITLE

Senior Accountant - Investments

REPORTS TO:

Controller

PRIMARY FUNCTION:

Investment accounting, fixed assets, taxes, and risk assessment

AREAS OF RESPONSIBILITY:

1. Execute and oversee all accounting and due diligence activities for the College's endowment
 - Review and/or prepare journal entries to adjust endowment fund's book values
 - Maintain 'book value spreadsheets' to assist in reconciling fund activity
 - Process monthly endowment allocations, endowment unit purchases and endowment mark-to-market interfaces
 - Establish new individual endowment accounts by setting up a unit in Lawson as well as tracking the College's new Strategic Initiative Match program
 - Document the initial and ongoing Due Diligence performed on the endowment's investments
 - Prepare and analyze year-end audit work papers for the endowment, including managing confirmation procedures with the auditors
2. Execute and oversee all accounting activities for the College's deferred gift portfolio
 - Prepare journal entries when new gifts are made
 - Prepare journal entries when gifts mature
 - Periodically reconcile third-party administrator reports to the general ledger
 - Prepare and analyze year-end work papers for the deferred gift portfolio
3. Provide leadership and expertise to all areas of tax compliance at the College to ensure the College maintains its tax-exempt status
 - Prepare and file the Form 990 and 990T (and any related forms) for the College
 - Prepare Form 990 for other related tax-exempt entities
 - Monitor college Unrelated Business Income Tax exposure (through 990-T) & deposit estimated taxes, as necessary
 - Stay current on relevant tax issues and provide guidance on the College's approach to managing ongoing tax risk
4. Execute and provide leadership to ongoing risk assessment
 - Evaluate significant risk areas at the College, specifically in the administrative/finance areas, and coordinate an audit plan as needed to address the risks
 - Provide oversight and supervision to the Internal Audit position
 - Attend Audit Committee meetings

5. Monitor, evaluate, and record fixed assets

- Record accurate fixed asset balances and prepare fixed asset audit work papers
- Monitor capital projects throughout the year
- Monitor purchasing throughout the year

6. Other duties

- Provide quarterly & annual reports for the CFO & CIO about the status of Bond Covenants
- Prepare annual filings for the Secretary of State and Attorney General of Minnesota
- Provide backup for the AVP/CIO
- Perform other duties as assigned

SUPERVISORY RESPONSIBILITIES: None

CONTACTS: Treasurer's Office, Business Office, Investment Committee, Auditors, Advancement, Kaspick & Company

EDUCATION: **Essential:** 4- year accounting, business or equivalent degree
Desirable: BS/BA Degree in Accounting, CPA preferred

EXPERIENCE: **Essential:** 3+ years related investment accounting, tax, risk assessment and internal control experience
Desirable: 5+ years related accounting/investment experience specialized in endowment/treasury, risk assessment and internal control experience

KNOWLEDGE, SKILLS, ABILITIES:

- Experience with securities and investment accounts
- Experience with audit workpapers and financial statement preparation
- Experience with risk assessment and/or internal audit.
- Effective managerial and interpersonal skills.
- Expert user of Excel, Access, and ODBC
- Intermediate accounting skills
- Knowledge of auditing practices
- Basic internal control procedures
- Accurate and detail oriented
- Multi-tasking ability and organizational skills
- Excellent time management skills
- Flexibility to adapt to changing work priorities and assignments.
- Ability to work under pressure and meet deadlines.
- Ability to retain a high level of confidentiality
- Excellent communication skills, both written and oral

- Comfortable with complex uploads and computer transactions
- Familiarity with Lawson, a plus
- Knowledge of GAAP and IRS rules and the ability to maintain accurate records

PHYSICAL DEMANDS: N/A

WORKING ENVIRONMENT: Office Environment

WORK SCHEDULE: FTE: 1.0 full-time
Term: Full year
Shift: Monday – Friday, 8:00 A.M. to 5:00P.M.

APPROVED BY: Angela Mathews

DATE: February 2012