

Accounting Manager

Position Announcement

About the Foundation

The William T. Grant Foundation supports research to improve the lives of young people ages 5-25 in the United States. Our grantmaking centers on high-quality empirical research that has the potential to advance theory, build evidence, and inform policy and practice. Our current focus areas are: 1) programs, policies, and practices that reduce inequality in youth outcomes; and 2) strategies to improve the use of research evidence in policies and practices that affect youth. Our funding spans various social science disciplines and across child welfare, juvenile justice, mental health, employment, youth programs, and education systems.

About the Position

The Accounting Manager oversees day-to-day accounting operations to ensure accurate, timely, and compliant financial reporting. This role owns the monthly close process, maintains the organization's accounting systems, and partners closely with the Senior Vice President, Finance and Administration, on audits, budgeting, tax compliance, and investment accounting. The Accounting Manager serves as a key partner and primary support to the Senior Vice President, Finance and Administration, leading and developing accounting staff and contributes to continuous improvement of financial processes and controls. To fulfill these responsibilities, the position brings strong accounting expertise, a positive and collaborative mindset, and a commitment to accuracy, accountability, and service.

The expected start date is April 2026. This is a full-time, exempt position based onsite at the Foundation's New York City office. This position operates under the Foundation's hybrid model, with a minimum of three onsite days per week. The position is primarily a sedentary role with the occasional need to move around the office to convene with other staff and access office machinery and supplies. The Foundation will consider requests for reasonable accommodation on an individual basis in accordance with applicable legal requirements. Travel for this role is rare and usually limited to one or two conferences annually.

Responsibilities:

Bank Liaison

1. Serve as liaison with banking institutions.
2. Oversee daily cash management and ensure scheduling of funds transfers for adequate liquidity.
3. Maintain banking authorizations and required resolutions.

Payroll

1. Process payroll submission to outsourced provider.
2. Ensure accurate and timely payroll and tax filings.
3. Identify and resolve payroll adjustments.
4. Review year-end payroll related and other tax forms (W-2/1099's forms).
5. Reconcile of Form 941.

Accounts Payable

1. Own day-to-day execution and supervise AP processing, approval of workflows, and payment execution.
2. Oversee annual preparation and distribution of year-end tax forms (Form 1099-misc) for independent contractors.
3. Resolve vendor disputes.

Foundation Budget

1. Coordinate the annual budget development process with the Senior Vice President, Finance and Administration.
2. Prepare materials for Trustee review and approval.
3. Supervise input of the Foundation's budget data/calendarization.

Expense Management

1. Aid Senior Vice President, Finance and Administration, in evaluating and improving accounting processes, internal controls, and other systems.
2. Own day-to-day functions of expense management including matters related to reclassification of expenses.
3. Work closely with Director, Grantmaking Operations, in reconciliation of grant payments.
4. Manages organizational credit card program, including oversight and compliance.

Month-end Procedures

1. Lead monthly and year-end close processes, including journal entries, reconciliations, and variance reports.
2. Partner closely with the Senior Vice President, Finance and Administration, in verifying month end reports and addressing discrepancies.
3. Ensure compliance with GAAP and nonprofit reporting requirements.

Financial Reports

1. Prepare detailed information for monthly internal financial reports.
2. Prepare monthly budget variance reports.
3. Assist the Senior Vice President, Finance and Administration with financial analysis.

Quarterly Estimated Tax Payments

1. Calculate taxes.
2. File taxes electronically.

Annual Audit and 990-PF Tax Return

1. Lead audit preparation and provide information for the audit.
2. Work with the Senior Vice President, Finance and Administration, and auditors in the preparation of the 990-PF Tax Form.
3. Support compliance with federal, state, and local regulations.

Investment Related Accounting

1. Monitor and maintain monthly investment reconciliation reports (GL/custodial bank/managers).
2. Organize and maintain Private Equity fund worksheets.
3. Interact with investment managers and custodians as needed.
4. Update all signature authorizations and investment related Corporate Resolution.

Special projects or office workgroup participation as necessary

1. May include leadership or support in projects or workgroups to address one-off specific situations or pilot programs.

Qualifications:

1. Bachelor's degree, in accounting, finance, or related quantitative discipline.
2. Six to eight years of accounting or auditing experience, preferably with non-profit organizations.

3. Demonstrated experience in accounts payable, payroll, general ledger, budgeting, financial reports, tax filings, and investment related accounting
4. Proficiency in accounting systems such as Sage Intacct, MIP; and Microsoft Office applications including Outlook, Word, and Excel. Experience in on-line banking and managing electronic financial transactions. Well-developed organizational skills and attention to detail are essential.
5. Effective people skills, and ability to manage multiple priorities and deadlines.
6. Ability to lead, mentor, and evaluate accounting staff.

Compensation and Benefits:

The salary range is \$136,000 to \$150,000 and is commensurate with experience. The Foundation also offers a highly competitive benefits package, which includes health, dental, and vision insurance; flexible spending account; 403(b) employer contributions of 12% of gross salary plus an additional match of up to 3%; 12 yearly paid holidays; and an annualized 25 total vacation, personal, and sick days.

How to apply:

Submit a cover letter describing your interest in and qualifications for the position and a resume to Careers@wtgrantfdn.org. In the subject line, name the job for which you are applying and indicate where you saw this announcement. We are reviewing materials on a rolling basis; applications submitted by March 3 will be in the first set for review. The position will remain open until filled and only those selected for an interview will be contacted. In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire. The William T. Grant Foundation is an equal opportunity, affirmative action employer.

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