



Organization: Georgia Tech Foundation, Inc.
Job Title: Accounting Manager – Gifts & Endowments
Department: Finance and Accounting
Job Location: 760 Spring Street NW, Suite 400, Atlanta, GA 30308
Job Type/Hours: Full-time Benefits Eligible – In-Office
Reports to: Director of Accounting
Direct Reports: Staff Accountant I – Gifts & Endowments
FLSA Status: Exempt

Benefits: Insurance - Health/Dental/Vision, Paid time off - Vacation/Sick, 403(b), LTD, Life Insurance

Role Purpose/Objective: The Accounting Manager - Gifts & Endowments is a member of the accounting and finance team of the Georgia Tech Foundation, reporting to and under the general direction of the Director of Accounting. Accounting Manager - Gifts & Endowments is responsible for the accounting of endowment and gift related activity.

Position Summary: The Accounting Manager - Gifts & Endowments is responsible for all activities related to endowment and gift accounting including review and evaluation of endowment and gift agreements, unitization of the investment pool, gift processing and operations, endowment spending analytics, endowment management system development and enhancement, treasury services, and compliance. This role will oversee the Staff Accountant I – Gifts & Endowments. The Accounting Manager is responsible for the oversight of the endowment management system to ensure perpetual and mutually beneficial relationships with donors. The Accounting Manager is a key staff liaison with the Georgia Institute of Technology’s Office of the Controller, Office of Development, Alumni Association, Athletic Association, campus finance departments, and other groups that support fundraising and philanthropic efforts. In addition, the Accounting Manager will work closely with the Foundation’s investment accounting and operations teams, external auditors and tax preparers, technology services and various other internal and external constituents.

Essential Duties:

- Manage monthly/quarterly/annual closing processes promoting accuracy, clarity, consistency and efficiency, including the preparation of journal entries for endowed and non-endowed gift related activities.
- Calculate and prepare the endowment distribution of income to each individual endowment account, currently numbering in excess of 3,000 individual accounts.
- Oversee the Staff Accountant I – Gifts & Endowments responsible for all activities related to gift accounting including the processing of daily gift flow from the customer relationship management (CRM) database, monitoring daily credit card/EFT/stock gift transactions, and managing trusts and other planned giving assets. Also oversee recording and reconciliation of estate and trust activity for charitable gift agreements, charitable remainder trusts, and donor gifted life insurance policies ensuring policy changes remain in compliance with life insurance custodians.
- Monitor endowment accounts for compliance with donor stipulations and Foundation policies governing spending and reinvestment levels. Work closely with the GT Development Office to ensure correct recording of gifts. Maintain oversight of gift acceptance policies.

- Review gift agreements for both endowed and non-endowed gifts for appropriateness in accordance with Foundation policies. Ensure final gift agreements are appropriately filed and maintained.
- Perform monthly/quarterly qualitative and quantitative analysis of the endowment fund and its accounts. Prepare strategic financial analysis as required by the Controller, CFO, and other Foundation leadership.
- Prepare monthly/quarterly endowment reporting to provide spend analysis, restricted expendable gift analysis, and donor gift reporting.
- Participate in annual budget process by generating estimates and projections for endowment spending distributions.
- Prepare monthly reconciliations for endowment and gift records from the Blackbaud and Fund Driver/Balance systems to NetSuite.
- Research and respond to endowment and fund balance inquiries.
- Update and reconcile endowment records and serve as primarily liaison with the GT Office of the Controller, Office of Development, campus finance departments, Alumni Association, and Athletic Association for gift related matters.
- Work closely with the Foundation's technology services group to ensure endowment and gift records warehoused in the donor management system are accurate for purposes including, but not limited to, endowment and gift accounting, annual endowment letters, and tax reporting efforts. Provide leadership in recommending and implementing improvements.
- Maintain enterprise risk management program for gift and endowment reporting and accounting.
- Support the Stewardship Committee by coordinating and preparing agendas, meeting materials, and creating minutes of meetings.
- Participate in the year-end audit including annual financial statement preparation in collaboration with external auditors, management of financial and tax compliance including Form 990 preparation, and GAAP to GASB conversions for state reporting.
- Provide leadership to staff accounting professionals including hiring, training and development, coaching, performance assessment and management, etc.

Other Duties & Responsibilities: Other duties as requested by the Director of Accounting, Controller, Chief Financial Officer, and Foundation leadership.

Minimum Qualifications: A bachelor's degree in accounting, finance, business, or a related field and progressively responsible experience in accounting and financial roles preferably in higher education, not-for-profit, or public administration. A CPA or equivalent certification are preferred but not required. In addition, the Accounting Manager will possess a strong knowledge of accounting systems as well as experience in financial reporting and analysis, financial statement preparation, system implementation and project management. Experience with Fund & Gift accounting preferred, but not required. The Accounting Manager will have a demonstrated ability to use technical knowledge and tools, and the capacity to communicate financial information clearly and to work collaboratively across the Foundation and Institute.

Key Competencies:

- Have a record of superior communication skills, successful relationship building, and collaboration with internal and external stakeholder groups.
- Strong attention to detail, ability to work with detailed financial information and financial systems.
- Strong analytic skills, able to clearly link financial results to operational performance drivers, generate alternatives and drive positive change.
- Be flexible and have the ability to manage through change. Challenge the status quo and embrace continuous improvement opportunities
- Be an individual of impeccable integrity and high ethical standards.
- Support staff development and a strong team environment.
- Advocate an open and transparent management approach.
- Be confident, innovative, and high energy
- The ability to think strategically and work as a hands-on member of the team when necessary.
- Possess a good sense of humor.

Work Environment: N/A

Qualified applicants are encouraged to submit a current résumé via
email to careers.acct3@gtf.gatech.edu

Please include the position title in the subject line of your message.

We appreciate your interest in joining our team.