



Organization: Georgia Tech Foundation, Inc.

Job Title: Senior Accountant – Financial Operations

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 Financial Operations

Direct Reports: N/A

FLSA Status: Exempt

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

Role Purpose/Objective: The Senior Accountant – Financial Operations is a member of the accounting and finance team of the Georgia Tech Foundation and is primarily responsible for supporting the day-to-day accounting for financial operations at the direction of the Director of Financial Operations.

Position Summary: The Senior Accountant supports operations within the Finance and Accounting Department with the primary focus on accounts payable and other financial operations transactions (i.e. debt, insurance, real estate, gift compliance etc.). In addition, the Senior Accountant performs a wide range of other duties supporting preparation of audit and tax schedules and other ad hoc reporting for the Foundation's constituents.

Essential Duties:

- Serve as the secondary back up for processing payments through the accounts payable system in the absence of the Staff Accountant and Accounting Assistant.
- Review and prepare the reimbursement for the monthly disbursement request from Georgia Tech for endowment spend reimbursements.
- Process and record property tax payments and reconcile accounts.
- Create and maintain an accounts payable/disbursements approval authority matrix for disbursements (ACH, Wire, Check, etc.).
- Approve wire transactions prepared by the Staff Accountant.
- Prepare Debt payments and Ga Tech Lease Payment schedules.
- Review the Institute Support Budget quarterly and ensure all spending is appropriate.
- Ensure all 1099s for all Foundation vendors are prepared timely and accurately.
- Review account activity, prepare reclasses and provide variance explanations for the monthly close.
- Prepare audit support for Debt schedules and disbursements.
- Responsible for real estate disbursement activities and accounting activities (including review of outsourced real estate financial statements).
- Provide support for the annual audit process and preparation of tax returns.
- Work with the Director of Financial Operations to design and implement process improvements for accounts payable and real estate transactions.

Other Duties & Responsibilities: Other duties as requested by the Director of Financial Operations, 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 Senior Accountant will possess a strong knowledge of accounting systems as well as experience in financial reporting and analysis. The Senior Accountant 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.
- Ability to organize, interpret, and apply accounting principles while managing conflicting priorities within required timelines.
- 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.
- Be confident, innovative, and high energy
- Support a strong team environment. Collaborate effectively with team members.
- The ability to think strategically and implement process improvements.
- Possess a good sense of humor.

Qualified applicants are encouraged to submit a current résumé via email to careers.acct2@gtf.gatech.edu

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

We appreciate your interest in joining our team.