
JOB TITLE: SENIOR STAFF ACCOUNTANT
DEPARTMENT: ACCOUNTING
REPORTS TO: CONTROLLER
CLASSIFICATION: EXEMPT
LOCATION: DALLAS, TEXAS

Position will be primarily responsible for accounting and reporting on HighGround Advisors (HGA) investment funds, communicating with custodian and internal team members to facilitate investment fund reporting and preparing various required fiduciary tax filings. The position will ensure the HGA investment fund transactions and tax filings have been properly accounted for and meet regulatory compliance through knowledge of GAAP and IRS requirements.

WHO YOU ARE

As a Senior Staff Accountant, you are on the accounting team and a passionate analytical. You enjoy staying fluent in the latest accounting trends and have the ability to utilize technology to maximize efficiency. Being well rounded, you are able to prepare reports, while also having a professional etiquette and demeanor when communicating with custodian and internal team members. You are a team player but can take an idea and run with it with little supervision. To you, the details matter.

You are someone who thrives on change and remains flexible as a position develops. Instead of merely completing a task, you are about challenging the status quo and offer insight on ways to improve processes. It can get busy around here, but when the going gets tough, you prioritize, work with your team and get your tasks completed. Punctuality in both work and attendance is one of your top objectives.

Essential duties and responsibilities

YOU ARE EXCELLENT AT:

- Preparing journal entries and ensuring transactions are properly recorded in the general ledger
- Analyzing and communicating financial information by researching and interpreting financial data
- Producing and managing tax filings, tax payments and other required regulatory reporting
- Performing various reconciliations (e.g., bank reconciliations, investment reconciliations, sub-ledger reconciliations, etc.)
- Communicating with regulatory agencies to resolve issues as needed
- Assisting with the annual financial statement audit and service organization control (SOC 1) examination
- Cross training with other accounting team members
- Preparing and/or assisting with various client and board reports
- Assisting with individual and team projects and special assignments
- Maintaining confidentiality regarding client financial information
- Data accuracy and integrity
- Developing trust and credibility quickly among team members

Competencies and qualifications

YOU HAVE:

- A Bachelor's degree in accounting, finance or other related field
- 1-3 years of experience in financial analysis and reporting
- A Certified Public Accountant (CPA) license
- Fiduciary tax experience
- Computer proficiency in Microsoft Office
- A strong command of the English language
- Interpersonal skills
- Verbal and written communication skills
- Microsoft Excel

HighGround has a professional, open office environment

SR STAFF ACCOUNTANT WORKING CONDITIONS:

- Routinely uses standard office equipment such as computers, phones, multi-functional copiers and filing cabinets
- Usually sits to complete job functions, but may walk or stand for brief periods of time (access to sit-to-stand desks for optimal flexibility is provided)
- Must be able to lift up to 20 pounds
- Is required to have close vision, distance vision and the ability to adjust focus
- Is required to have the ability to lift files, open filing cabinets and bending or standing on a stool as necessary
- Is required to work onsite and has little to no expected travel

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. Employees holding this position will be required to perform any other duties as requested by management, from time to time in its sole discretion. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

WHO WE ARE

Our vision is to Protect, Strengthen and Grow our nonprofit clients. We believe there is no pursuit more important than this; because we believe the work we do now and in the future will not only shape our lives, but will empower the many organizations that truly transform lives. This vision forms an authentic pathway to our mission—to be an innovative and vigilant caretaker of the funds and assets entrusted to us by the nonprofits and generous individuals we serve through effective asset management, planned giving strategies and account administration. It is the outcome we work towards together—to have a greater impact on the world and on individual lives. It is the outcome that allows us to be a part of something bigger, something greater than ourselves. We hope you will decide to join us on this incredible journey.

HighGround is committed to our brand promise and our core values. As such, we hope and expect that you will strive to keep our clients at the center of everything you do, be honest, remain professional at all times, exhibit humility and think outside of the box like our founders did, who were pioneering and visionary when our journey began in 1930.

HighGround offers a comprehensive benefits package that includes a progressive medical plan, dental, disability benefits, retirement plan and more but don't take our word for it, have a look at what other HighGrounders are saying and learn more about our benefits here:

www.highgroundadvisors.org/about#careers.

If you are interested in becoming a part of the HighGround team please email your resume and cover letter to: HR@highgroundadvisors.org.