Who Are We?

The heart and science of philanthropy

Greater Seattle is changing and growing, and so is Seattle Foundation. “The heart and science of philanthropy” is the intersection of passion and discipline to create lasting change. As the community’s foundation, our mission is to ignite powerful and rewarding philanthropy to make Greater Seattle a stronger, more vibrant community for all. We work with more than 1,200 individuals, families, and corporations to strategically invest their philanthropic resources in ways that inspire continued giving. We also partner with philanthropic institutions, government agencies, community organizations and businesses to catalyze positive change in our community across a range of issues.

Our organizational culture is one of engaged teamwork, where we support one another in reaching our collective and individual goals while constantly learning along the way. Our office is located in the downtown core of Seattle, however, our reach is much broader than that – we focus on Greater Seattle and the Eastside and also support donor interests across the country and around the globe. We seek individuals to join our 40+ (and growing!) team who are committed to our vision of a stronger, more vibrant community for all; collaboratively finding solutions; continually improving; going the extra mile in service of our philanthropic partners and the broader community. We’re in the midst of an exciting evolution in our work. More information about Seattle Foundation can be found at www.seattlefoundation.org.

What’s the Opportunity?

Seattle Foundation is looking for some like you with a background in investments and fund accounting. Come join our Finance & Operations team as an Investment & Fund Accountant. In this position, you will support the execution of decisions made by the Investment Committee and the administration of investment activities for assets held by SeaFdn. Also, the position supports investment accounting, accurate and timely investment reporting, and accurate quarterly philanthropist account statements.

As the Investment & Fund Accountant you will:
• Maintain strong relationships with investment consultants, custodians, and outside investment professionals who manage the Foundation’s $900M+ fund balance
• Assist in the regular administration of investment portfolios, ensuring asset allocations are in alignment with targets
• Monitor and report on investment activity, performance and allocation of Foundation’s investment portfolio, including oversight of non-standard gifts and Impact Investing
• Assist in the management of investment activity of portfolios held by the Foundation, including reconciliation of investment pools and allocation of earnings, fees, and expenses to individual philanthropist funds
• Establish new accounts, track earnings and expenses, close accounts, transfer funds, and maintain proper signature authorities.
• Ensure account planned giving accounting and reporting is timely and accurate (CGAs, CRTs, CLTs)
• Ensure performance results and fund statements are communicated clearly and accurately to donors
• Support the annual audit for Investments, and prepare appropriate schedules
• Assist in the design and implementation of efficient, effective processes for fund management

What Are We Looking For?

Preference will be given to candidates with the knowledge and demonstrated experience in:

• Bachelor degree in accounting or equivalent work experience
• 1-3 years’ experience in accounting (fund accounting is preferred)
• Excellent Excel skills
• Previous SQL reporting responsibilities preferred

We are also looking for:

• Goal-oriented pro-active self-starter with the ability to work independently and approach challenges with a high degree of adaptability and creativity
• Detailed-oriented with the ability to analyze, review & verify accuracy of data, notice, and research outliers
• Good communication and presentation skills, with the ability to present complex ideas, financials, and processes clearly and in an engaging and audience-relevant manner
• Problem-solver with an ability to identify bottlenecks/areas of improvement along with an ability to propose solutions while maintaining a robust internal control environment
• Knowledge of accepted accounting and auditing practices and principles
• Ability to prepare clear and accurate reports for information, auditing and management use
• Excellent interpersonal skills and personal maturity; comfort and facility with effective collaboration; demonstrated ability to engage and influence a wide range of stakeholders
• Unwavering personal and professional integrity with the ability to work with confidential information
• Comfort with various accounting software technologies, especially MSFT Office products
• Capacity and attitude to serve; ability to occasionally work outside of core business hours

What Can You Expect?
A collegial work environment; a competitive salary and excellent benefits, including health insurances (medical, dental, vision and long-term disability); a generous retirement plan match; and vacation/sick leave.

What are the Physical Demands and Working Conditions?

The physical demands and characteristics of the work environment described here are representative of those occurring in the performance of the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the essential functions of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

This position works in an office, and the noise level in the work environment is usually low to moderate. While performing the duties of this job, the employee is occasionally exposed to toxic or caustic chemicals, i.e. copier toner.

How Do I Apply?

As an equal opportunity employer, Seattle Foundation is committed to a diverse, multi-cultural work environment. Seattle Foundation does not discriminate in employment on the basis of age, race, creed, gender, religion, marital status, veteran’s status, national origin, disability, or sexual orientation. People of color, people with disabilities, and people of diverse sexual orientations are encouraged to apply.

Please send a cover letter and resume to hr@seattlefoundation.org. The position is open until filled.