



Position Specification

Accounting Staff or Senior

The Rainwater Charitable Foundation (RCF)

I. Background

Since its founding in the early 1990s, the Rainwater Charitable Foundation (RCF or Foundation) has focused on helping vulnerable children in the United States, believing that high-quality education can transform the life trajectories of children and families. A second major focus area is medical research into neurodegenerative diseases (specifically tauopathies) with the ultimate goal of finding a cure for these diseases. Employing the same strategies that the late Richard Rainwater used for investing, the Foundation seeks out successful programs around the country with proven, measurable success, strong leadership and the ability to scale for greater impact.

RCF is the largest education funder in the North Texas region and one of the largest foundations in Texas. Current significant projects being funded include the Tau Consortium, the Tauopathy Challenge Workshop, the Rainwater Prize program, Tarrant to and Through Partnership (T3), early childhood education, principal preparation and parent education initiatives.

For more information: <http://www.rainwatercharitablefoundation.org/>

II. Our Core Values

We support visionary solutions in the areas we work by:

- Approaching our relationships with respect, gratitude, and humility
- Prioritizing visionary and transformative solutions to improve lives
- Striving to be both pragmatic and learning oriented
- Championing meaningful and impactful collaboration
- Seeking to maintain a sense of urgency in our work
- Adhering to high moral and ethical principles
- Valuing equity, empathy and compassion for all
- Embracing teamwork

III. The Role

The experienced Staff or Senior Accountant (Staff/Senior) is responsible for supporting the Foundation's finance, investment, and accounting groups by performing mid-level accounting functions. The Staff/Senior possesses experience with basic accounting functions such as bank reconciliation, payroll, accounts payable, and accounts receivable. They should demonstrate extensive software skills i.e., Word, Excel and PowerPoint and MS Outlook; as well as proficient internet research knowledge in areas such as tax, financial, investment, accounting, etc.

The Foundation seeks a strong individual with excellent interpersonal, technical, analytical, problem-solving and communication skills. They can best support the team by being a self-starter who knows how to take initiative as well as a collaborative colleague who can work effectively in a small and dynamic office and show commitment to and passion for the mission and core values of the foundation.

The Staff/Senior will report to the Assistant Controller.

Key responsibilities include:

Assist the Assistant Controller with recording financial transactions for the Foundation, including but not limited to:

- Cash Reporting
- Monthly Journal Entries
- Bank Reconciliations
- Input Daily Trades for Investment/Tax reporting
- Monthly tax basis financials
- 1099 reporting
- Tax Return Workpapers
- Annual GAAP Financials, support documentation to Auditors
- Respond to Notices (federal and state)
- Reconcile K-1s to GL, post entries, maintain tax basis for flowthroughs
- Quarterly tax estimates
- A/P processing – ensure that all bills and obligations of the Foundation are paid on a timely basis
- Monthly Budget Reporting as applicable/ requested
- Maintain record destruction documentation
- Follow generally accepted accounting principles and internal controls in relation to the Foundation
- Provide support for special projects including, but not limited to, audit support, hard file infrastructure, special management reports/ research/ data compilation as requested
- Performs other duties as assigned.

IV. Qualifications and Experience

The ideal candidate will possess:

- A proven track record as an effective team member and leadership ability in a professional setting
- Excellent interpersonal skills, an effective communicator, with strong writing and presentation skills
- Bachelor's degree in accounting required; CPA licensure or commitment to obtain licensing within two years of hire preferred
- Knowledge of nonprofit, investment and fund accounting and appropriate computer software programs
- Five years of experience in nonprofit, public or similar accounting
- Commitment and passion to the mission and core values of The Rainwater Charitable Foundation
- Excellent organizational skills
- Ability to work effectively in a high energy environment
- Demonstrated sensitivity to confidential matters
- Extensive software skills (Word, Excel, PowerPoint, MS Outlook, Zoom). Experience with Intacct and Salesforce desired

To apply, please send a resume and cover letter to resumes@rainwatercf.org, noting “Accounting Staff or Senior” in the subject line.