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

The Staff Accountant will be primarily responsible for reviewing the administration of HighGround's investment funds through interaction with custodian bank employees and analysis of custodian bank reports. The Staff Accountant will work under the direction of the controller as a lead for assigned accounting activities to ensure the transactions of HighGround have been properly accounted for and meet regulatory compliance through knowledge of GAAP.

WHO YOU ARE

As a part of the accounting team, your role as a Staff Accountant requires strong analytical skills and a dedication to staying current with the latest accounting trends. You utilize technology to increase efficiency and have a well-rounded skill set that allows you to prepare reports and communicate professionally with internal and external team members. While you work well in a team environment, you can also work independently, taking initiative when necessary. You understand the importance of attention to detail and aim to improve processes rather than just completing assigned tasks. When things get busy, you prioritize effectively, work collaboratively with your team, and complete your tasks with punctuality and precision.

Essential duties and responsibilities

YOU ARE EXCELLENT AT:

- Interacting with the accounting team at the custodian bank as liaison for the administration of HighGround's investment funds
- Communicating daily sweep instructions to the custodian bank
- Assisting with tax filings, tax payments and other required regulatory reporting
- Coordinating and entering investment fund purchase and liquidation transactions
- Serving as back-up for journal entry preparation to ensure transactions have been properly recorded in the general ledger
- Validating HighGround's investment funds' NAVs and distributions and performing various investment reconciliations
- Tracking accruals and entering invoices for expenses paid from HighGround's investment funds
- Assisting with the financial statement audit and service organization control (SOC 1) examination
- Collecting and tracking statements and tax documents for HighGround's investment funds
- Assisting with various client and board reports
- Assisting with projects as needed

Competencies and qualifications

YOU HAVE:

- A Bachelor's degree in accounting
- 1-3 years of experience in accounting for financial instruments preferred
- Certified Public Accountant (CPA) license, preferred

- Computer proficiency in Microsoft Office Suite, especially in Excel
- Strong command of the English language
- Strong interpersonal, verbal and written communication skills required
- Ability to handle numerous projects with equal importance
- Ability to work independently with minimal supervision

HighGround has a professional, open office environment

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, bend or stoop, for brief periods of time (access to sit-to-stand desks for optimal flexibility is provided)
- Must be able to lift up to 25 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 as scheduled with the potential to qualify to work from home two days a week 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, gift planning strategies and account support services. It is the outcome we work towards—to have a greater impact on the world and individual lives. 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 medical plan, dental, vision, 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:

<https://www.highgroundadvisors.org/careers>.

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