



Position Title: Accounting Manager

Department: Administration

Reports to: Director of Finance & Administration

The Opportunity: The Accounting Manager is responsible for daily oversight of all Foundation accounting. In addition to supervising two team members, they will ensure accuracy of the company general ledger, review and approve all transactions, manage the month end close, and produce monthly financial statements. The Accounting Manager will work closely with the Development team and the Grants team to ensure accurate contribution coding and reconcile monthly grant activity. They will be the main point of contact to address daily operational accounting questions.

About Morris Animal Foundation

Established in 1948, Morris Animal Foundation is dedicated to improving and protecting the health of animals through scientific innovation, education and inspiration. Our investment in research has yielded life-saving vaccines, new treatments for critical diseases, superior screening tests, and advanced diagnostic tools. We respond to emerging animal health threats that endanger entire species and make new discoveries in basic animal biology to support applied research. With every study we fund – almost 3,000 to date - we strive to advance the science of veterinary medicine, honoring the founding principles of Dr. Mark L. Morris Sr. to benefit animals worldwide.

Morris Animal Foundation is committed to promoting diversity throughout the organization, its staff, Trustees and scientific advisers. Diversity within our organization enhances our capacity to communicate, strengthens our organization, makes our culture more robust and allows us to serve animals, donors and partners more effectively.

The Challenge: Morris Animal Foundation is a fast-paced, innovative scientific organization that is growing in both size and complexity. This role will play an integral part in ensuring we can provide accurate, timely and useful financial reports, both internally and externally. Working directly alongside the Director of Finance & Administration, this role will help design a new financial reporting package for the organization, help execute the annual audit, and ensure compliance with existing and future accounting regulation. This will include, but is not limited to:

- Providing supervisory oversight on all accounting transactions.
- Answering daily operational questions as they arise.
- Collaborating with the Development and Grants teams to ensure accurate recordkeeping.
- Accurately executing the complete month end close.
- Overseeing and managing all accounting software.



- Managing the gift annuity investment account and applicable state gift annuity filings.
- Developing and maintaining a strong internal control environment.
- Contributing to the success of a strong company culture, including high morale and engagement within the team.

The Team: This role is part of the Administration Department (currently 11 people – total Foundation staff is approximately 60) and reports directly to the Director of Finance & Administration. Additionally, this role will have two direct reports: the Office Manager and the Staff Accountant. At Morris Animal Foundation, we know that our team is our greatest asset; that's why our Administration Department focuses on **people, purpose** and **process** to provide direction and support which ensures our team can best deliver the Foundation's mission. We are looking for a team-based, supportive, and compassionate manager to join the department.

The Skill Set: Morris Animal Foundation is looking for detailed-oriented candidates who understand the full accounting cycle of a nonprofit organization. Candidates who can think creatively, answer miscellaneous accounting questions, are comfortable explaining complex accounting topics to non-accountants, and who have a demonstrated approach to collaboration will serve this position well.

Position Requirements:

- Bachelor's degree in Accounting (*or equivalent experience*)
- Five or more years of full cycle accounting professional experience.
- Experience preparing company-wide and audited financial statements for an organization, including preparing financial analysis to describe company performance.
- Expert level Excel skill. Ability to create pivot tables, implement embedded IF formulas, comprehend and easily use VLOOKUP formulas, and demonstrate strong understanding of data manipulation.
- Experience working in the accounting department of a nonprofit organization.
- Demonstrated understanding of net asset classifications identified on nonprofit financial statements.
- Strong attention to detail.
- Ability to problem solve and think creatively.
- Strong communication skills, both written and verbal.
- Adhere to the Foundation's safety policies and procedures and encourage others to do the same.
- Participate in building a culture of accountability, performance and trust.
- Promote and adhere to Foundation Core Values: Excellence, Respect, Compassion, Collaboration, Innovation, and Determination.



Additional Desired Qualifications:

- CPA **strongly** preferred (if candidate does not have a CPA, 10 years of full cycle accounting experience is required).
- Prior management experience preferred
- Operating budget preparation experience preferred
- Experience working with an organization with restricted revenue streams
- Experience with accounting software, Microsoft Dynamics GP
- Experience with development software, Raiser's Edge

Position at a Glance:

On a daily basis you will...

- Review and approve daily accounting transactions.
- Review prior day bank activity.
- Review prior day contribution activity.
- Answer miscellaneous operational accounting questions.
- Support your team to ensure positive morale and productivity.

On a weekly basis you will...

- Approve all accounts payable transactions.
- Approve all accounts receivable transactions.
- Reconcile transactions between the accounting, grants and development databases.
- Review all posted activity from the week to ensure appropriate coding.

On a monthly basis you will...

- Supervise the successful and accurate completion of the month end close.
- Complete a budget-to-actual analysis.
- Prepare and issue Foundation financial statements.
- Complete and issue a financial statement analysis.

On an annual basis you will...

- Assist in preparing the annual Foundation budget.
- Prepare annual audited financial statements.
- Help execute a successful annual Foundation audit.
- Prepare and submit annual state annuity filings.

**Benefits (to name a few!):**

Morris Animal Foundation offers competitive pay, merit-based raises, and ample growth and professional development opportunities for its employees. A full benefits package includes 100% paid premiums for employee health, dental, vision, LTD and life insurance, and a 403b retirement account with up to 6% employer match. Employees are given accrued vacation time, six personal days per fiscal year, 10 paid holidays, a lifestyle and fitness reimbursement, work from home equipment reimbursements and nine weeks paid FMLA medical and parental leave. Come be a part of a compassionate and collaborative organization that is bursting with pride for its mission!

Position Specifications: *Full-time, exempt position.* Job duties include a general office environment, spent sitting and operating a computer and other office machinery. Must be able to read, write and communicate fluently in English. If hired, you will be required to furnish proof of your eligibility to work in the U.S.

Work Location Requirements: Hybrid Work Model (some in-office work required at MAF central office in Denver; exact amount depends on position duties, current projects and schedule needs.)

Colorado candidates preferred; Remote work may be considered in certain circumstances. MAF is not currently hiring in CA, HI, NY, NJ. Candidates are welcome to apply if willing to relocate prior to start date.

Hiring Salary Range: \$77,649 - \$97,061

How to Apply: Please email your resume and a cover letter that includes how you heard about this job and your salary requirements in a Word document or PDF, labeled with your complete name to the People & Culture Department at PCD@morrisanimalfoundation.org. Please list **Accounting Manager** in the subject line of your email. **Incomplete and/or inaccurate applications will not be considered.**

COVID-19 Vaccination Policy

Morris Animal Foundation is a science-based organization and supports the research community behind FDA-approved vaccines. The Foundation also is committed to protecting the health and well-being of our employees, their families, and members of our community against coronavirus (COVID-19) infection. Proof of COVID-19 vaccination will be required for all employees per our COVID-19 Vaccination Policy. Employees that are not vaccinated due to a qualifying medical condition or on the basis of a sincerely held religious belief can request accommodation at the time of the job offer.



Morris Animal Foundation Core Values*

Respect - We act with integrity and are accountable to the needs of others and respectful of their time, expertise and opinions. We listen and communicate thoughtfully, directly and openly, always assuming good intent. We are inclusive and value diversity.

Excellence – We advance animal health by funding only research that meets the highest scientific standards. We are committed to ensuring the best use of donor funds and Foundation resources to benefit animals everywhere.

Compassion - We care deeply about animals and the people who care for them. It is our responsibility and an honor to improve animal health.

Collaboration – We actively partner, creatively work together and freely share ideas to advance the science of animal health and grow our impact. We nurture, grow and educate the animal health community that shares our passion. Together we can do more.

Innovation – At our core, we value proven science but also seek creative solutions to meet the growing challenges of animal health in a changing global ecosystem. Based on what we learn, we constantly evolve to achieve our mission.

Determination - We are driven by our mission and seek answers with relentless pursuit. Using science as our compass, we develop pathways to animal health solutions. So long as animals face health concerns, we will continue to find answers.

*These are core competencies that are expected of all employees of Morris Animal Foundation.