



Supporting public education, arts, conservation and human services in Harris, Travis and Walker Counties since 1967

Accountant

ABOUT THE FOUNDATION

The [Powell Foundation](#) is a private, family foundation that strives to be a catalyst for impactful initiatives that enhance the quality of life in the communities it serves. The Foundation prioritizes funding organizations that serve residents in Harris, Travis, and Walker Counties, principally in the fields of public education, the arts, conservation, and human services. A primary focus of the Foundation is ensuring that all children have access to a robust, first-class public education and the support needed to develop to their full potential. The Foundation is incorporated in Texas and governed by a board of eleven directors comprised of two generations of the Powell family and three independent directors. It is served by a small staff located in Houston.

ABOUT THE POSITION

The Powell Foundation is seeking a proactive and detail-oriented Accountant to support its Accounting and Finance operations. This role involves processing accounts/grants payables, maintaining the general ledger for timely and accurate month-end close, preparing and analyzing financial reports, and supporting various Accounting and Finance operations as needed. The ideal candidate should have an understanding of internal controls and Generally Accepted Accounting Principles (GAAP), along with excellent analytical, organizational, and communication skills. Reporting to and collaborating closely with the Controller, the Accountant will play a key role in ensuring the accuracy and integrity of the Foundation's financial reporting.

JOB RESPONSIBILITIES

The Accountant is responsible for managing core accounting functions and supporting finance functions. Key responsibilities include the following:

- Manage the month-end close process including preparation of journal entries, accruals, balance sheet reconciliations to maintain the Foundation's general ledger and ensure accurate financial records with proper documentation and support
- Manage the accounts payable and credit card process to ensure compliance with internal controls and the Foundation's travel and expense guidelines.
- Support the Foundation's grantmaking functions, ensuring payments are disbursed in a timely manner; reconcile with the subsidiary ledger (grants management system) on a monthly basis.
- Prepare monthly, quarterly, and annual consolidated financial statements; prepare other financial reports, analysis, and planning as requested.
- Support processes related to preparing the Foundation's quarterly tax estimates, annual tax returns, and independent audits (and other attest procedures), including the compilation of materials and information to be sent to the Foundation's external accounting and audit firm.
- Support preparation for Committee and Board of Director Meetings, compiling reports, charts, and other critical data.
- Support the preparation of the annual fiscal and grants budget.



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- Execute special projects assigned by the Controller and Executive Director; demonstrated appetite to learn and own broader bodies of responsibility related to the Foundation's finance and operations functions.
- Identify opportunities to streamline internal financial processes, optimize efficiencies, or realize cost savings.
- Stay informed about best practices in the philanthropic sector regarding financial management.

SKILLS & EXPERIENCE DESIRED

The ideal candidate for the position will have 2-5 years of professional experience in accounting and/or finance. Experience in the non-profit sector is a plus. The successful candidate will demonstrate an ability to work in a team environment and build relationships with a range of audiences. Additionally, the ideal candidate possesses exceptional attention to detail, an ability to organize complex information and systems, and an excellent service approach to his/her work.

Specifically, the successful candidate will have the following experience, skills & mindsets:

- A bachelor's degree in accounting, finance, or a related field; eligible to sit for CPA.
- Knowledge of accounting software (QuickBooks Online experience a plus) and extensive experience using Microsoft Excel; ability to learn and adopt other technological proficiency across a range of platforms and systems, including Salesforce.
- Prior experience supporting the general accounting or finance functions of an organization, including accounts payable, general ledger, financial reporting, and analysis.
- Strong integrity; a commitment to the vision, mission, and values of the Powell Foundation.
- Effective analytical skills and ability to prepare clear financial reports and other materials that allow for strategic data interpretation.
- Proactive and resourceful problem-solver; seeking to continuously improve processes and propose solutions that are aligned to internal controls.
- Strong organizational skills and exceptional orientation to detail; will deliver timely and accurate work products and deliverables.
- Ability to adapt oral and written communications for different audiences.
- A "roll up one's sleeves" attitude and an excellent customer service orientation.
- Demonstrated ability to build and maintain strong relationships with both internal and external stakeholders.
- Demonstrates professional maturity and sound judgment, including maintaining confidentiality and discretion with sensitive information.
- Self-aware with a growth mindset; commitment to being a lifelong learner and giving and receiving professional feedback.



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COMPENSATION

The starting salary range for this position is \$75,000-\$85,000, depending on prior experience and skills. This is a full-time position (40 hours/week) based in Houston. A comprehensive benefits package, including 100% paid medical, dental, and vision benefits for employees; generous paid-time-off (PTO); a retirement savings plan with up to 4% match; and an annual professional development stipend offered to all full-time employees.

HOW TO APPLY

Interested candidates should apply with Creative Financial Staffing ([HERE](#)) by March 21, 2025.

The Powell Foundation is an Equal Opportunity Employer. Applicants and employees are treated without regard to such factors as race, color, religion, sex, sexual orientation, national origin, disability, veteran status, or any other reason prohibited by law.