



Catholic Community  
**FOUNDATION**  
OF MINNESOTA

Position Profile

## Senior Accountant

Full time (approximately 40 hours/week)



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## Fast Facts

### Location

Saint Paul

### Service Area

State of Minnesota with primary focus on the Twin Cities metro area

### Staff

19 staff members

### For the year ending JUN. 30, 2022:

\$507 million in assets

\$18.6 million in grants distributed

1,175 total funds

\$226 million granted since inception

### Board of Directors

The Catholic Community Foundation is guided by a board of directors drawn from the ranks of Fortune 500 companies, major financial institutions, Catholic universities and the Federal Reserve. The Board comprises 25 members.

For more information, please visit

<https://www.ccf-mn.org/>

## Mission

### Mission

Our mission is to support financially the spiritual, educational, and social needs of our Catholic community.

### We fulfill this mission by:

- Helping donors achieve their charitable and financial goals.
- Helping Catholic parishes, schools and organizations meet their long-term financial needs.
- Performing sophisticated financial transactions to raise funds for charitable purposes.
- Distributing earnings according to donor intent and community priorities.
- Seeking endowment funds to sustain our mission.

# CCF at a Glance



## The Organization

A community foundation is a public charity established to serve specific charitable interests for a designated purpose or in a designated geographical region. The Catholic Community Foundation of Minnesota (CCF) serves the spiritual, educational, and social needs of Minnesota's Catholic community.

CCF accepts and invests both donor and institutional assets. These assets are invested and then yield grants. CCF's grantmaking includes grants advised by fundholders and their families as well as annual distributions from institutional endowments created to serve organizations in perpetuity. While donor constituents have largely been metro-centric, institutional funds from other dioceses are part of this asset base.

Beneficiaries of grants are nonprofit organizations whose missions serve our communities across a spectrum of nonprofits — both faith-based and secular. CCF screens all grant beneficiaries — regardless of religious affiliation — to verify their tax status; financial management practices, accountability and transparency; and consistency of organizational mission and work with Catholic social teaching.

CCF collects, grows, and distributes funds on behalf of its individual and institutional donors. Their gifts and unrestricted dollars of The Legacy Fund sustain many of the programs that serve our communities. As a community foundation, CCF provides targeted financial support that enables organizations to serve the spiritual, educational, and social needs of the community in perpetuity.

## Investment Philosophy: Efficient, Transparent, & Socially Responsible

1. With \$510 million in assets, CCF manages some of the most sophisticated financial transactions in the charitable realm — while investing in a faith-aligned manner.
2. CCF balances the need to maximize total financial return over the long term, taking into account an appropriate amount of risk, with the need to invest according to our faith.
3. CCF operates professionally and transparently. While past performance is no guarantee of future results, its 990s, audited financial statements, and annual reports demonstrate expertise at achieving that balance.



## Grant Recipients

Over 700 organizations receive grants from Catholic Community Foundation and its donors. Below are just a few of the many grant recipients.

*American Red Cross*

*Banyan Community*

*Catholic Charities*

*Catholic Relief Services*

*Cradle of Hope*

*Cristo Rey Jesuit High School – Twin Cities*

*Guthrie Theater Foundation*

*Jeremiah Program*

*Loaves and Fishes*

*Minneapolis Institute of Arts*

*Minnesota Children's Museum*

*NET Ministries*

*Relevant Radio*

*Sharing and Caring Hands*

*Saint Paul Chamber Orchestra*

*Saint Paul's Outreach*

*Saint Paul Seminary*

*Second Harvest Hartland*

*Union Gospel Mission*

*YMCA of the Greater Twin Cities*

*Hundreds of Catholic parishes and schools*



SENIOR ACCOUNTANT – full time, Hybrid

Reports to Fund Accounting Manager

April 2023

Open until filled

## Primary Objective of This Position

The Senior Accountant will be engaged in multiple areas related to financial recording, reporting, and analysis. This position will work closely with the Fund Accounting Manager and Assistant Controller to ensure accurate recording and timely distribution of financial and donor statements/reports. This position also works closely with the VP of Finance and Administration in the areas of human resources, enterprise risk management, and financial analysis.

## Position Content

### A. PRIMARY POSITION RESPONSIBILITIES

- I. Coordinate with Development and Grants teams in the review, approval, and set-up of various funds.
- II. Facilitate the grant review process working closely with Grants team to ensure grant recommendations are processed accurately and timely.
- III. Deposit checks and cash received into appropriate bank account, post all financial transactions to general ledger, and ensure gift records match bank records.
- IV. Prepare various investment reconciliations and reports including donor/agency statements.
- V. Assist with the recording and maintenance of accounting information for the Foundation, coordinate all period-end close processes (month, quarter, and year), and ensure the accuracy, timeliness, and clarity of financial statements and supporting schedules.
- VI. Participate with Finance Team in preparing and analyzing budget and external audit/tax workpapers and reports.
- VII. Benchmark Foundation financial activities, creating financial reports/charts both one-time and historical.
- VIII. Assist VP of Finance and Administration with HR administration and the Fund Accounting Manager with payroll processes and payment of benefits and other related expenses.
- IX. Assist with CCF owned insurance policy valuations and payments.
- X. Assist the VP of Finance and Administration with insurance and risk management responsibilities.

- XI. Proactively work with staff to develop more efficient procedures and recommend workflow enhancements.
- XII. Other special projects and duties, including providing backup for other Finance staff, as needed.
- XIII. Collaborate and support other departments in their organizational goals, objectives, and reporting.

B. EDUCATION, SKILLS, KNOWLEDGE &/OR ABILITIES

- Bachelor's degree in Accounting, Finance, Business Administration desired (CPA, MBA or CMA, a plus).
- Four years accounting or equivalent experience; non-profit and community foundation experience a plus.
- Proficient in financial and accounting systems, preferably foundation software.
- Excellent Microsoft Excel skills and strong general Microsoft Office skills.
- Excellent written and oral communications skills.
- Strong organizational, analytical, and problem-solving skills.
- Ability to handle multiple tasks and projects simultaneously, with attention to detail.
- High energy to keep up with fast-paced environment.
- Institutional investment experience a plus.
- Commitment to the mission of the Catholic Community Foundation.

## To Apply

Submit cover letter, resume, and two professional references to Becky Abbott at [abbottb@ccf-mn.org](mailto:abbottb@ccf-mn.org). The position will remain open until filled. All inquiries and applications will remain confidential, and professional references will not be contacted until later in the search process.

The Catholic Community Foundation of Minnesota is an equal opportunity employer.