



Catholic Community  
**FOUNDATION**  
OF MINNESOTA

Position Profile

## Senior Accountant

Full time (approximately 40 hours/week)



Catholic Community  
**FOUNDATION**  
OF MINNESOTA

## 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**

Reports to Fund Accounting Manager

**December 2022**

Open until filled

**Primary Objective of This Position**

The Senior Accountant will be engaged in multiple areas related to financial recording, reporting, analysis and investments. 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.
- the Director of Professional Outreach & Investments in all areas of CCF's investment assets, Investment Committee meetings, investment pool structures, and asset management relationships.
- the VP of Finance and Administration in the areas of financial analysis, enterprise risk management, and human resources.

**Position Content**

**A. PRIMARY POSITION RESPONSIBILITIES: FINANCE/HUMAN RESOURCES**

- 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. PRIMARY POSITION RESPONSIBILITIES: INVESTMENTS**

- I. Provide support for the Director of Professional Outreach & Investments in all onboarding of new investments: subscription agreements and new documents, establishing key contacts from new manager in system, and confirming proper format of new managers with consultant, custodian, and finance team.
- II. Maintain updated contacts of investment manager key personnel and new manager usernames and passwords for all investment management firms in all pools. This includes the ability to retrieve, organize, and retain regular documents, statements, and filings from all managers for file retention and audit support.
- III. Work with the Investment Committee Chair and the Director of Professional Outreach & Investments to prepare both committee and board reports.
- IV. Take and prepare minutes at quarterly Investment Committee meetings.
- V. Format and use US Bank's Pivot system to build and extract reports.
- VI. Work with the Vice President of Finance and Administration and the Director of Professional Outreach & Investments to assist in cash management of all pools, including quarterly pool receipts and withdrawals reports and quarterly PowerPoint charts for board reports.
- VII. Provide support for all additional investments with managers and consultants and/or spreadsheet support as it relates to re-balancing pools or investment committee presentations.
- VIII. Assist in maintaining and checking the current list of excluded and screened securities.
- IX. Assist with the sale and reconciliation of gifted donor securities.
- X. Provide data entry and marketing assistance to development efforts as it relates to professional advisor outreach and institutional relationships.

- XI. Support VP of Finance and Administration in preparing analytic and audit schedules related to investments.
- XII. Support CCF staff, as needed, regarding relationships with donors, Archdiocesan parishes, schools, agencies, and grantees.
- XIII. Other projects and duties, including providing backup for other team members as needed.

C. 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 along with the ability to use such tools to inform and educate on matters related to Finance and Investments.
- High energy to keep up with fast-paced environment.
- Commitment to the mission of the Catholic Community Foundation.
- Good judgment with an aptitude to work with people, set priorities, analyze data, prepare conclusions, and handle multiple assignments with tight deadlines.
- Excellent oral and written communication skills to effectively engage staff, volunteers, donors, and stakeholders in the Finance and Investment functions vital to CCF's success.
- Institutional investment experience a plus, but not required.

## 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.