



The Leon Levine Foundation Staff Accountant

ORGANIZATION:

Based in Charlotte, N.C., **The Leon Levine Foundation** (TLLF) supports nonprofits in North and South Carolina that specialize in education, healthcare, human services and Jewish values. Now with more than \$1.5 billion in assets, the Leon Levine Foundation continues to grow and is one of the largest private foundations in the country. The Foundation invests in nonprofits with strong leadership, a track record of success and a plan for financial sustainability. Last year, we made over \$50 million in grants across the Carolinas.

L&L Management, Inc. is a family office formed in 2005 to manage the financial, investment and administrative needs of individual family members and related entities, including The Leon Levine Foundation.

Learn more at: www.leonlevinefoundation.org.

OPPORTUNITY:

Every day, you will be surrounded by smart, motivated, collaborative teammates with varied life experiences who have been successful in other industries and decided to dedicate their working years to lifting others up. Come join some of the most dedicated philanthropists in our region in our traditional yet dynamic and evolving setting. After celebrating our first 40 years of giving, we have announced our planned sunset: 50 years after our Founder's passing. Join us as we strive to pave a way to self-sufficiency for underserved Carolinians and strengthen our Jewish communities.

We seek employees from diverse backgrounds, faiths, and life experiences to join our team located in Charlotte, NC. It is critical to our success that this diversity is celebrated and can truly flourish. We continue to work to create an equitable workplace where all good ideas rise to the top.

POSITION:

Reporting to the Accounting Manager, the Staff Accountant will focus on tax accounting, financial accounting, and reporting.

Key Responsibilities:

- Assist in the preparation of monthly financial statements of The Leon Levine Foundation and other various entities in QuickBooks by reconciling bank accounts, preparing journal entries, and recording bill payments
- Responsible for remitting payments for invoices, making any tax payments, and wiring funds upon request for various purposes
- Monitoring bank account balances and transferring funds as necessary to ensure smooth running of operations
- Completing quarterly and annual audits, surveys, and other regulatory filings, being very mindful of deadlines

- Working in collaboration with the rest of the accounting team as well as other team members across both L&L Management and The Leon Levine Foundation

Requirements:

- Bachelor's or master's degree in accounting
- Minimum 2 years of experience in accounting
- Proficient with Microsoft Office products including Excel, Word, Outlook
- Familiar with accounting software and recording journal entries (QuickBooks experience a plus)

Skills of people who flourish in this environment:

- Ability to organize, prioritize multiple entities with varying deadlines
- High attention to detail
- Internally driven and dedicated team player
- Superb verbal and written communicator and relentless problem solver
- Extreme discretion on all matters relating to family and office issues
- A positive outlook and demeanor
- Lifelong learner who demonstrates curiosity and a desire to expand responsibilities
- Dependable, accurate, and conscientious with a strong sense of team effectiveness
- Ability to work as a team member and independently, when required

Our Investment in You:

- You will be eligible for review and performance-based compensation adjustments each June 30
- You are eligible for an annual performance-based bonus (prorated the first year)
- 401(k) with a 3% company contribution (participation not required) and a 5% company match
- Employee health, dental and vision insurance (100% employer paid premiums for employees, 75% for dependents)
- 20 days of annual leave (prorated the first year and increasing to 25 days after two years) plus 10.5 paid holidays and unlimited sick leave
- Generous budget for professional development opportunities
- Lifestyle Spending Account

Our team is currently working full-time in our office in Charlotte, NC. The Leon Levine Foundation supports an environment that is free of harassment and retaliation and does not discriminate in employment on the basis of age, gender, sexual orientation, race, religious belief, color, national origin, physical or mental disability, or any other status protected by federal, state, or local laws.