



## **POSITION: Accounting Manager**

### **ORGANIZATION:**

**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. Services include personal accounting and reporting, cash flow planning, bill pay and expense reporting, tax planning, investment and balance sheet administration, legal oversight, insurance management, employee benefits, human resources, and concierge services.

Established in 1980, **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 \$2.1 billion in assets, The Leon Levine Foundation continues to grow and is one of the largest private foundations in the country. Based in Charlotte, N.C., the Foundation invests in nonprofits with a track record of success, strong leadership, and a plan for financial sustainability. Through its investments, the Foundation empowers underserved Carolinians to reach self-sufficiency and strengthens the Jewish community.

### **ACCOUNTING MANAGER**

The Accounting Manager will report directly to the Director of Accounting and will manage two Senior Accountants. Key responsibilities include the following:

- Private foundation accounting and tax requirements
- Oversee accounting in QuickBooks and lead implementation of new accounting software
- Accounting for transactions in the proper entity and reconciling enterprise-wide control totals to investment statements
- Preparation of monthly financial statements for approximately 5 entities
- Assisting in preparation of schedules for the annual audit of two entities and responding to requests from auditors
- Taxation and filings, (including estimated tax payments) for: corporations, trusts, individuals, private foundations, and gift tax
- Working with tax laws/reporting of foreign tax investments including PFICs, K2, K3s, Foreign Tax Credits
- Review of tax workbook and supporting documents for compliance of US federal and state tax laws including quarterly estimates, extensions & annual returns
- Review tax returns prepared by external firm

#### *Key Qualifications:*

- Minimum 6 years of experience in public accounting and preferably family office or private foundation
- Experience supervising staff and managing team performance
- Demonstrated record of advancement and ability to expand responsibilities/scope of work
- Proficient with Microsoft Office products including Excel, Word, QuickBooks and Sage Intacct
- Ability and willingness to work on-site
- Willingness and ability to travel to external meetings and convenings
- Bachelor's or master's degree in accounting; CPA is required

*Relevant Traits:*

- Ability to organize, prioritize multiple entities with varying deadlines
- Strong attention to detail with ability to meet deadlines
- Time management
- Ability to work in fast-paced, deadline-driven environment
- Anticipates and moves effortlessly among multiple tasks; is extremely organized; can be at once detailed-oriented without losing sight of the bigger picture
- Internally driven and dedicated team player
- Superb verbal and written communicator and relentless problem solver
- Always willing to go the extra mile
- Unquestioned discretion on all matters relating to family and office issues
- Courageous but tactful
- Unfailingly positive outlook and demeanor
- Lifelong learner who demonstrates curiosity and a desire to expand responsibilities
- Strong analytical skills, service orientation, excellent interpersonal skills
- Dependable, accurate, and conscientious with a strong sense of team effectiveness
- Strong intellectual curiosity and a desire for personal growth
- Ability to work independently and as a team member
- Deep alignment with the Foundations' mission, vision, values, and commitment to impact.

**Benefits**

- Competitive salary and discretionary grant pool
- Eligible for review and performance-based compensation adjustment each June 30
- 401(k) with 3% contribution and 5% company match
- Employee fully paid health insurance, dental, vision, disability, and life insurance
- 20 days of annual leave, prorated for the first year and increases to 25 days after 2 years of service, along with 10.5 paid holidays and paid sick leave
- Student Loan Repayment of \$100 per month, up to \$1,200 yearly with a \$10,000 lifetime max
- Lifestyle Spending Account
- Financial Wellness opportunities
- Opportunity to work on meaningful projects that make a real difference in the world.
- Collaborative and supportive work environment
- Professional development opportunities

The Leon Levine Foundation supports an environment that is free of harassment and retaliation and does not discriminate on the basis of race, color, religion, sex, national origin, disability, veteran status, age, or any other status protected by federal, state, or local laws.