



Barr Foundation and Pilot House Associates

Pilot House Associates, LLC ("PHA") is a family office that provides services to a high net worth family and to the Barr Foundation ("Barr"), a private foundation the family established in 1998. PHA and Barr are two distinct legal entities that share many common resources, including employees. As currently organized, PHA is the sole employer, even though certain employees may work exclusively on Barr-related matters.

About the Barr Foundation

The Barr Foundation's mission is to invest in human, natural, and creative potential, serving as thoughtful stewards and catalysts. As stewards, Barr nurtures and enhances vital community assets. As catalysts, the foundation cultivates and advances the breakthrough ideas that will shape our collective future. Barr focuses on achieving impact as a constructive partner, willing to exercise leadership.

Based in Boston, Barr focuses regionally, and selectively engages nationally, working in partnership with nonprofits, foundations, the public sector, and civic and business leaders to elevate the arts and creative expression, advance solutions for climate change, and expand educational opportunity. Barr is one of the largest private foundations in New England with assets of more than \$1.8 billion and a 2019 grantmaking budget of \$90 million.

A set of core values, defined by Barr's founding trustees, expresses beliefs about what constitutes effective philanthropy and guides how the Barr Foundation carries out its philanthropic mission. Barr is committed to strive for excellence, act with humility, adopt a long-term perspective, and embrace risk. Additionally, while each program is guided by distinct priorities and goals, Barr embraces a common set of approaches in all aspects of its work, namely flexibility and nimbleness, a broad range of tools, knowledge and learning, openness and transparency, and active collaboration.

For more information on the Barr Foundation, please visit: www.barrfoundation.org

About the Position

Reporting directly to the Controller of the Barr Foundation, the Senior Accountant will be actively involved in all financial matters of the foundation. Primary accounting activities will include closing the books each month, recording monthly investment activity, reconciling accounts, reviewing expense reports, partnering with multiple departments to prepare/monitor their budgets, attending to audit requests, aiding in the preparation of the 990-PF tax return, and performing other ad hoc projects as requested by the Controller of the Barr Foundation and other senior members of the Barr Foundation and PHA.

This full-time position offers a competitive salary with excellent benefits.

Specific Responsibilities

- Prepare monthly journal entries and reconcile Barr's financial activity
- Close the books on a monthly basis in a timely manner
- Reconcile balance sheet accounts on a monthly basis, identifying and communicating variances
- Work closely with the A/P manager to ensure coding accuracy and timely payment processing
- Reconcile and prepare analytics on a quarterly basis for P&L accounts
- Assist in the preparation of the grants and OpEx budgets for numerous departments
- Communicate trending to departments that are potentially on track to miss their budget
- Participate in the audit process, attending to audit requests in a timely manner
- Review expense reports in a timely manner, identifying deviations from the T&E policy
- Prepare tax workpapers and analytics during the tax return preparation process
- Gather data utilized for annual benchmarking with our peer network
- Provide attentive support to all departments across Barr

Qualifications

Required

- Bachelor's degree in accounting
- At least 4 years of accounting experience
- Experience working with 1099s, K-1s, and transactional investment accounting
- Familiarity with accounting and data visualization software
- Ability to work across multiple teams and maintain a constant line of communication with staff
- Strong analytical, organizational, and problem-solving skills
- Experience working with auditors
- Track record of independently identifying and implementing streamlined solutions for operational tasks
- Demonstrated ability to identify, plan, and execute on simultaneous tasks in an efficient manner
- Practical tax knowledge
- Excellent written and verbal communication skills
- Proficiency with the Microsoft Office Product Suite

Preferred

- CPA
- Non-profit work experience
- Experience with Form 990-PF & MA Form PC
- Familiarity with Intacct, Salesforce, Nexonia and Domo

How to Apply

Please visit: www.barrfoundation.org/careers to apply for this position. Applications will be reviewed on a rolling basis, with applications encouraged by Friday, May 3. All inquiries may be directed in confidence to Denise Gillespie, Director of Human Resources, via email at: phajobs@pilothouse.com. No phone calls, please.

PHA has also retained an executive search firm to help source candidates for this important position.

PHA and Barr are equal opportunity employers, with a commitment to building and fostering a diverse, equitable, and inclusive workplace. We welcome candidates who would both contribute to and learn from working in such an environment.