

## POSITION PROFILE

The Staff, Investments and Tax Accountant role focuses on tax compliance and accounting related to investments and non-profit operations. While not limited to these activities, this role makes a particular difference in the intersection of tax compliance and financial reporting for diversified investment portfolios. This position reports to the Manager, Tax Accounting and is a member of the Finance team.

This is an exciting position that offers a wide variety of learning opportunities with exposure to tax accounting, investment accounting & analysis, and financial reporting. This is a full-time position with a 36-hour work week.

## MISSION AND ORGANIZATIONAL BACKGROUND

Margaret A. Cargill Philanthropies refers collectively to two grantmaking entities, Margaret A. Cargill Foundation (MACF) and Anne Ray Foundation (ARF). The two foundations have separate, but overlapping boards and investment portfolios and share a common mission of providing meaningful assistance and support to society, the arts, and the environment.

- **Margaret A. Cargill Foundation** is a private foundation that came into existence upon Ms. Cargill's death in August 2006. MACF's assets are approximately \$3.5 billion.
- **Anne Ray Foundation** is a supporting organization, which may make grants only to beneficiary organizations specifically named by Ms. Cargill. ARF's assets are approximately \$5 billion.

MACP's well-developed [Philosophy of Grantmaking](#) underscores the values and guiding principles of Margaret A. Cargill by: using education and innovation as a means to achieve core purposes; empowering people to be self-sufficient; maintaining a low profile while meeting the needs of others; supporting programs that could have a broad impact, have socially redeeming values and standards, and that value life; and relieving suffering in times of disaster. As a core element of its philosophy, MACP invests in long-term relationships with key grantee organizations in order to find solutions that are consistent with the values of both parties toward a goal of lasting community level impact. This is further reenforced in the MACP 2025 Strategic Vision and Goals, which is organized into three key goals:

- We are demonstrating lasting community impact and learning with our partners and from our program strategies.
- We are developing and utilizing diverse talents and knowledge.
- We have systems, processes, and practices that effectively support our collective work.

MACP began its formal diversity, equity, inclusion, and justice (DEIJ) journey with efforts to deepen learning, better understand core concepts, and develop intercultural competence. More recently, multiple crises have resulted in a sense of urgency around longstanding and systemic issues of racism and inequity, accelerating MACP's work on these issues across its organization. To advance this work, MACP developed, revised, and adopted its Vision Statement in December 2021 to provide a framework to guide its shared efforts. MACP's DEIJ work is owned by everyone at MACP, and all are part of a shared journey to be effective in our work and achieve the impact we seek.

## STAFF, INVESTMENTS & TAX ACCOUNTING RESPONSIBILITIES

- Tax compliance -- Implement tax compliance processes for preparation of federal, state and international tax filings including gathering data, preparing workpapers and drafting tax returns.

Duties include:

- Gathering data to support tax compliance and return preparation.
- Analyzing data from alternative investment funds for tax reporting implications.
- Preparing support for recurring tax activities including payment of estimated taxes, accounting for taxes, and extending tax filings.
- Supporting tax planning activities including distribution planning.
- Investment accounting -- Assist in accounting and financial reporting for investment portfolios to ensure transactions are properly reported in financial and tax reports. Duties include:
  - Reviewing and reconciling custodian bank data and comparing to the general ledger to ensure records are consistent, complete and accurate.
  - Assisting with analysis needed to support financial reporting including gathering information, reviewing third party documents and assessing valuations.
- Core accounting – Perform core accounting duties including transaction processing and support of financial reporting. Duties include:
  - Assisting with preparation of interim unaudited financial statements and annual audited financial statements
  - Performing transaction processing activities, including grant accounting and accounts payable.
- Perform special projects, as assigned.
- Perform data entry and light administrative assistance as part of the Finance team.

## **EDUCATION, EXPERIENCE, AND OTHER QUALIFICATIONS**

The ideal candidate has a Bachelor's Degree in Accounting, Finance or a related field with some exposure either through internship or professional work experience to tax accounting, investment accounting, or financial analysis. Experience using Excel including pivot tables is required. Any experience to tax accounting software and data reporting tools are a plus.

Candidates should have an active curiosity and be interested in work that offers a wide variety of responsibilities for accounting and financed related tasks. Successful candidates will be collaborative, positive, and able to deal well with ambiguity and change. They will be adept at building collegial relationships and able to respond to issues with clarity and diplomacy. They will inspire and foster trust and confidence in staff, management, and their colleagues.

- Bachelor's degree in Accounting, Finance or related field; investment accounting and tax related reporting preferred.
- 0-2 years work experience required.
- Advanced Microsoft Excel skills, including proficiency in pivot tables and charts.
- Highly organized and motivated; ability to prioritize, manage multiple tasks and work independently.
- Ability to communicate and interact effectively in person and in writing with internal and external constituents
- Able to work efficiently and effectively within tight deadlines, including management of multiple projects.
- Demonstrated high commitment to intercultural understanding and sensitivity, and a commitment to addressing racism and other societal inequities.
- Interest in and ability to continuously improve processes.

- Solid analytical, problem solving, and planning skills with excellent attention to detail.
- Excellent interpersonal skills and ability to collaborate effectively with other team members.
- Demonstrated ability to handle sensitive and confidential information with integrity.

## **ABOUT OUR WORKPLACE**

Our community of more than 100 employees brings expertise from a variety of professional and personal experiences. We are inspired by a common mission, shared values, and the difference we can make by working together.

We are proud to offer a welcoming workplace that supports our employees' careers, health, and overall wellbeing. We supplement that environment with activities throughout the year that promote collaboration, learning, and fun. Reflecting our investment in staff wellbeing, we have deepened our commitment to flexible work schedules and will be implementing an innovative new approach to work arrangements in 2022. All MACP staff have a reduced work week, with half-day Fridays, year-round, and upon our return to the office, the option of working remotely up to two days per week.

MACP's home in Eden Prairie, Minnesota is a foundational aspect of our identity, reflecting an organizational commitment to sustainability, balance, and collaboration. In spring 2016, MACP completed a major building expansion focused on sustainable design practices. The original building renovation earned LEED Gold certification, and for the expansion, MACP earned LEED Platinum certification from the U.S. Green Building Council.

Eden Prairie is part of the Twin Cities metro area including Minneapolis and St. Paul, which have over 3 million residents and together make up the 14th largest metropolitan area in the country. A unique blend of small town and major cosmopolitan hub, both urban cores boast a thriving business atmosphere. Saint Paul, as the state capital, is home to state government and has a more historical vibe. Minneapolis is the larger and more commercial of the two cities. Both cities share a common root of being river towns - and the great outdoors are still a major attraction for residents and visitors alike.

## **COMPENSATION AND BENEFITS**

The compensation range for the Staff, Tax & Investments Accountant is \$56,000 – \$62,000.

Actual starting salary of a candidate will be commensurate with years, breadth, and depth of relevant experience, education, certifications, credentials, special skills, accomplishments, and other factors relevant to the position. Additionally, MACP provides a generous benefits package.

Given the unpredictability of the COVID-19 pandemic, MACP is currently assessing its return-to-work plans. When staff do return to the office, MACP policy currently requires staff to be fully vaccinated or to confirm a negative COVID-19 test result within the previous seven days. COVID-19 protocols continue to be reviewed.

**COMMITMENT TO DIVERSITY, EQUITY, INCLUSION, EQUAL OPPORTUNITY, AND ACCESSIBILITY**

We know that engaging, building trust, and making a difference relies on the collective wisdom and strength of a truly diverse organization. **With this in mind, and as an equal opportunity employer, we encourage and strongly welcome candidates of all identities, lived experiences, orientations, and communities to apply.**

**TRAVEL**

Less than 10%

*The above statements are not intended to encompass all functions and qualifications of the position; rather, they are intended to provide a general framework of the requirements of the position. Job incumbents may be required to perform other functions not specifically addressed in this description.*

**How to apply:** MACP is partnering with kp companies in this search. Applications can be submitted [ONLINE HERE](#) or if preferred, resumes and cover letters can be emailed to [terra@kpcompanies.com](mailto:terra@kpcompanies.com) Please include MACP - Staff, Investments & Tax Accountant in the subject line