



Staff Accountant

L&L Management, Inc. is a family office formed in 2005 to simplify the lives of our clients by managing their financial, administrative, and personal affairs, offering a variety of high-end, confidential, customized, customer-focused services performed by expert professionals. Clients include an affluent Charlotte family and its related entities, including The Leon Levine Foundation. Our services include personal accounting and net worth reporting; cash flow planning; bill paying and expense reporting; tax planning coordination; investment and balance sheet administration; legal oversight; insurance management; employee benefits and human resources; and concierge services.

One of the largest private grantmaking foundations in the mid-Atlantic, The Leon Levine Foundation is focused on creating pathways to self-sufficiency through investments in education, healthcare, human services, and Jewish values. Last year, we made over \$35 million in grants to nonprofits across North and South Carolina.

At L&L Management and The Leon Levine Foundation, you will be surrounded by smart, motivated, collaborative teammates with varied life experiences and some of the most dedicated philanthropists in our region in our traditional yet dynamic setting.

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.

The Role

The Staff Accountant is a full-time position that requires in-office attendance and hands-on management of financial records and documents. The ideal candidate will be experienced, detail-oriented, skilled in bank and investment account reconciliation, document control, and QuickBooks Desktop.

- Reconcile bank statements and investment accounts on a regular basis to ensure accuracy and completeness.
- Download, organize, and maintain control of all financial and related documents.
- Manage day-to-day bookkeeping functions, including recording transactions and maintaining financial records in QuickBooks Desktop.
- Assist with accounts payable as needed.
- Generate financial reports and ensure compliance with financial policies and procedures.
- Uphold the strict confidentiality of personal and financial information, always maintaining discretion and integrity.
- Collaborate with the team to ensure all financial operations run smoothly.

L&L Management, Inc. and The Leon Levine Foundation have found that consistent demonstration of certain character traits is necessary to be a successful member of our team and move forward in your career. Successful team members show a drive for achievement in all endeavors, typically supported by adaptability to changing circumstances and the resiliency to overcome setbacks. Across all roles, it is critical to always show personal integrity, along with curiosity and humility to learn about and from others. There are often no set solutions to problems we seek to solve, so effective intelligence (finding

creative solutions to challenging problems) and being able to work within a team are necessary. Finally, as representatives of a well-known organization, it is imperative to show emotional strength, demonstrating the ability to make logical decisions and regulate emotions under stressful situations.

Qualifications

- Bachelor's degree in accounting, finance, or related discipline.
- Experienced bookkeeper, particularly with reconciliation of bank and investment accounts.
- Proficiency in QuickBooks Desktop is required.
- Expertise in Microsoft Office suite, with advanced skills in Excel.
- Strong organizational skills with the ability to manage and maintain control of documents and files.
- Excellent attention to detail and accuracy in financial reporting.
- Ability to work independently and as part of a small, collaborative team.
- High degree of professionalism and a commitment to maintaining confidentiality of sensitive information.
- Prior experience working in a family office or with personal financial management is a plus.

Our Investment in You

- Compensation for this non-exempt, full-time position will be competitive and commensurate with experience.
- You will be eligible for review and performance-based adjustment each June 30. In addition to your salary, you are eligible for an annual performance-based bonus.
- 401(k) with a 5% company match.
- Health Insurance (75% employer paid premiums)
- Fully paid employee dental, disability, and life insurance
- 15 days' vacation, prorated for the first year and increases with continued employment, along with 10.5 paid holidays and paid sick leave.
- Professional development annual budget
- Lifestyle Spending Account

The Fine Print

Our team is currently working full-time in our office in Charlotte, NC and we will be moving soon to a new location in the Park Poad Shopping center area.

L&L Management, Inc. and The Leon Levine Foundation support an environment that is free of harassment and retaliation and do 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.

Learn more about who we are and what we do at www.leonlevinefoundation.org