



Account Manager

Reports To:

The Account Manager reports to the President.

Job Overview:

The Account Manager is an integral employee in the operation of the Holston Foundation. He/she directs the investment process while providing customer service to clients with regards to their accounts and options. He/she also provides accounting services for the Foundation's budget work with the annual audit and assist with monthly closings.

Responsibilities and Duties:

- Analyze investment holdings criteria (asset allocation, duration, etc.) for compliance with Investment Policy Statement and Investment Subcommittee guidance.
- Execute trades as directed by the Investment Advisor.
- Perform accounting system monthly close to recognize pooled fund income, fees and pricing updates and associated allocations among component assets and holders.
- Audit and process donor deposits and disbursements.
- Audit and process donor transaction requests and record for monthly closing.
- Prepare monthly closing documentation and transfer assets to balance pooled fund accounts.
- Generate technical schedules and research issues to support planning giving.
- Reconcile cash and pooled fund accounts.

Qualifications:

- Bachelor's degree in finance or accounting required.
- Experience in trust department or financial institution preferred.
- Attention to details a must. Ability to learn new software and work in a team environment is essential to success.

Salary commensurate with experience. o References are required.

For more information please contact the Holston Foundation at
865-690-8124 or paulbowman@holston.org