

# JOB DESCRIPTION



## Accountant

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### REPORT

Reports directly to the President

### WORK SCHEDULE

To be determined

### JOB SUMMARY

Handles all financial and fund accounting activities, prepares various financial reports and analyses, including income and expense reports, and budgets. Interfaces with outside investment management entities.

### ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Sets up and maintains computerized accounting system and Foundation's internal Information Management System
- Monitors/manages all accounting activity on a daily basis, establishing and maintaining effective internal controls with complete audit trails, including donations/gifts processing, accounts payable, grants payable, and fund investment allocations on the corporate side
- Maintains General Ledger system according to accepted principles for nonprofit accounting
- Analyzes cash flow to assure proper movement of funds to meet obligations
- Assists in the development of the annual budget
- Assists in the development of administrative and fiscal policies, procedures, and systems
- Works with the President to coordinate the annual audit, monitoring of year-end closing, and review of Foundation's 990 tax return
- Monitors gifted life insurance policies to ensure that premiums are paid on a timely basis
- Prepares a variety of monthly, quarterly, and annual reports
- Oversees the quarterly fund statement process along with the Office Manager
- Responds to donor inquiries and requests, including but not limited to stock donation transfers and fund charges
- Obtains and records quarterly investment performance from all investment managers and/or investment consultant
- Assists with quarterly Investment Committee meetings and provides communication to the Investment Committee as requested
- Participates in staff team, committee, and/or Board meetings as requested
- Assures compliance with all Internal Revenue Service requirements for community foundations
- Interfaces with board members, donors, and public when needed
- Performs other duties as assigned by the President

#### CHARACTERISTICS AND SKILLS

- Collaborative work-style and positive demeanor
- Ability to handle multiple tasks with a high degree of confidentiality
- Proven oral and written communication skills
- Strong time management and planning skills
- Appreciation for an energetic work environment
- Ability to exercise sound, thoughtful, and mature judgment in a dynamic environment where new relationships are constantly being developed
- Managing projects independently, using proactive communication on status of projects, and being strategic and effective in bringing other team members into projects at appropriate points
- Attention to detail
- Ability to develop and maintain a proficient knowledge of the Foundation's operating system
- Capacity to be flexible and adjust work priorities from time to time as needed

#### MINIMUM QUALIFICATIONS

- Associate's Degree in a relevant field or equivalent work experience
- Nonprofit and some fund accounting experience
- High accuracy of data entry
- Strong computer skills including Microsoft Office and ability to learn new technologies quickly

#### COMPENSATION

The salary will be determined based on qualifications, experience and work hours.

#### HOW TO APPLY

Application review will begin immediately and continue until the position is filled.

Submit your cover letter, resume and three professional references electronically to CFMV president, Shari Harrell at [sharrell@cfmv.org](mailto:sharrell@cfmv.org). Walk-ins and phone calls will not be accepted.