

JOB DESCRIPTION



Accountant

REPORT

Reports directly to the President

WORK SCHEDULE

Full-time with occasional evening and weekend work required

JOB SUMMARY

Position handles all financial and fund accounting activities, prepares various financial reports and analyses, including income and expense reports, and budgets. The accountant also interfaces with outside investment management entities.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

Fund Accounting

- Process and post detailed financial transactions for all funds held at the trustee banks and financial institutions; analyze results to ensure accuracy and develop related financial reporting statements
- Balance and reconcile all CFMV and affiliated accounts to bank fund statements monthly
- Analyze, record and reconcile complex investment transactions on a monthly basis researching and resolving all exception transactions to ensure that the foundation's general ledger and individual fund statements correctly report the financial activity
- Develop fund statements quarterly
- Resolve accounting discrepancies in a timely, accurate manner
- Monitor fund opening and closing process

Gifts

- Responds to donor inquiries and requests, including but not limited to stock donation transfers and fund charges
- Records and post gifts on a daily basis, communicating with the Development and Marketing Director
- Process credit card and online gifts
- Resolve all gift related issues and balance gifts to the general ledger on a monthly basis

Audits and Required Reporting

- Works with the President to coordinate the annual audit, monitoring of year-end closing, and review of Foundation's 990 tax return
- Completes required annual charitable registration for the State of Ohio
- Ensures current compliance with the Statement of Continued existence for CFMV and affiliated organizations
- Monitors gifted life insurance policies to ensure that premiums are paid on a timely basis
- Assures compliance with all Internal Revenue Service requirements for community foundations

Other General Accounting and Support Functions

- 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
- Prepares a variety of monthly, quarterly, and annual reports
- Assists in the development of administrative and fiscal policies, procedures, and systems
- Assists with the preparation and presentation of quarterly Finance and Investment Committee meetings and provides communication to the Investment Committee as requested
- Participates in staff team, committee, and/or Board meetings as requested
- 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
- Impeccable 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
- High accuracy of data entry
- Strong computer skills including Microsoft Office and ability to learn new technologies quickly.
- Familiarity with accounting standards for non-profits and some fund accounting experience preferred

COMPENSATION

The salary range will be \$45,000-\$55,000 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. Walk-ins and phone calls will not be accepted.