



## **Employment Opportunity: Staff Accountant**

**Position Title:** Staff Accountant  
**Team:** Finance/Asset Development  
**Supports:** Director of Finance

**To Apply:** 1) Thoroughly read Position Summary, Responsibilities, and Job Specifications  
2) Send Resume; Cover Letter referencing alignment between experience, education, and job duties; and three (3) references to: [nakridge@spcf.org](mailto:nakridge@spcf.org).

### **POSITION SUMMARY:**

The Staff Accountant is responsible for overseeing the daily accounting operations of the Foundation including month and year-end processes, financial reporting, accounts payable/receivable, general ledger, revenue and expenditure analysis, fixed asset activity, and weekly check runs.

### **SPECIFIC RESPONSIBILITIES:**

*Listed below are major duties and responsibilities of this position. It is not designed or intended to cover or contain a comprehensive listing of the activities, duties, or responsibilities of the employee.*

### **ACCOUNTING AND FINANCE**

- Manages the general ledger system and performs financial analysis, to identify and correct any issues, as they arise.
- Performs monthly account reconciliations for major balance sheet accounts.
- Performs monthly bank reconciliations.
- Prepares Foundation financial statements and related documents.
- Prepares financial reports for donors, fundholders, supporting organizations, etc.
- Performs ad-hoc analysis and reports as needed.
- Responds to auditor confirmation requests from various fundholders' audit firms.
- Prepares various journal entries, including, but not limited to payroll, insurance, credit card, externally managed investments, and annuities.
- Assists donors with questions involving fund activity.
- Leads the Foundation's annual operating budget preparation.
- Prepares Foundation Initiative's monthly budget reports and distributes for approval.
- Prepares quarterly donor statements for Supporting Organizations.
- Performs Money Market reconciliation

## **FINANCIAL MANAGEMENT**

- Performs the Foundation's Joint Investment Allocations (SCF Pools and Money Markets).
- Performs the Foundation's quarterly fund fee assessment.
- Presents financial information to the Finance Committee, in coordination with the Director of Finance.
- Prepares documents, files, and reports for year-end audit, and works with external auditors and Director of Finance to help ensure accurate and timely completion of all audit work.
- Prepares documents, schedules and reports relating to the preparation of the Foundation's 990 Tax Return.
- Collaborates with other staff and departments as a representative of the Finance team as needed.
- Assists Director of Finance in monitoring cash flow requirements.
- Prepares annual financial reports under the leadership of the Director of Finance, including Annual Automatic Distributions, Breakdown of Funds, and The Wardlaw Number.
- Prepares overhead coverage chart and updates CF Insights information annually.
- Anticipates questions related to accounting/finance and proactively communicates; responds promptly and thoroughly to internal and external inquiries.
- Provides exceptional customer service to all Foundation Constituents.
- Cross-trains as back up to Director of Finance and Finance Associate

## **FINANCIAL ADMINISTRATION**

- Prepares weekly check run and ad-hoc check printing when required.
- Prepares various documents and schedules for Finance Committee and Board of Trustees meetings.
- Prepares minutes of the Finance Committee Meetings
- Researches, recommends, and implements process improvements within area of responsibility.
- Organizes and maintains files related to the work of the Staff Accountant.
- Maintains outside investment records for Charitable Remainder Unitrusts, Life Insurance policies, Annuities, etc.
- Maintains fixed assets, insurance policies, and real estate files and history (including documentation of all tax records).
- Responds to other duties as required.

## **JOB QUALIFICATIONS**

1. A B.S. or B.A. degree in accounting or finance.
2. 3-5 years relevant experience in a similar role, with solid general ledger experience.
3. Demonstrated proficiency in Microsoft Office 365 (Word, Excel, PowerPoint, Outlook).

Advanced Excel skills (PivotTables, Vlookup, SumIf, etc.) are required.

4. Experience with Fund Accounting, Microsoft Dynamics Business Central and Dynamics CRM is a plus.
5. Proactive, highly organized self-starter with ability to handle multiple tasks and priorities.
6. Strong time management and communication skills.
7. Ability to thrive in a fast-paced, changing, dynamic, and diverse work environment.
8. Ability to build relationships with key constituents, including trustees and staff.
9. Social and interpersonal skills to create a pleasant environment for the guests and visitors to the Foundation.
10. Commitment to community service and the environment
11. Regular and sustained attendance is required.