

POSITION DESCRIPTION

Position Title:	Accountant
Classification:	Non-Exempt
Department:	Finance
Reports to:	Executive Vice President / CFO

I. Position Summary

The Community Foundation for Northeast Florida, Inc. is a nonprofit service organization serving donors and their charitable or philanthropic causes by providing expert assistance in developing unique ideas, approaches and strategies for giving. All staff members are expected to have an understanding of and commitment to the Foundation's goals and mission; maintain a professional attitude; possess the ability to establish and maintain positive working relationships with others; and be committed to serving the community with passion, integrity and energy!

The Accountant will have primary responsibilities for processing operating and program expenses, semi-monthly payroll processing, and preparation of monthly financial statements and operations to actual reporting. The Accountant will prepare accurate and timely accounting and reporting of invested assets of the Foundation, as assigned. The Accountant role is a key member of the Finance team and contributes to the myriad of transaction processing, accounting, and reporting responsibilities of the Team.

Individual must be self-motivated, with relevant experience and skills that include proficiency in accountancy.

II. Detailed 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.

Accounts Payable and Reporting duties:

- Process operating and program expenses monthly, reconcile operating account, and maintain operating contracts
- Process payroll through our professional services organization (PSO) and act as liaison for staff questions and issues
- Prepare monthly financial statements, including budget to actual, statement of financial position and statement of activities; support annual operating budget process
- Support preparation of annual financial statements and Forms 990 and 990-T

Investment Accounting duties:

- Reconcile investment and cash accounts daily, monthly and quarterly, as assigned, including cash flows in/out of pools
- Provide support for reporting on investments, quarterly and annual, including reporting for Investment Committee and annual audit and tax compliance

Other accounting support:

- Provide support in preparation of workpapers for annual audit, tax filings, and other analysis as needed; prepare analysis and reporting as requested
- Other duties as requested

III. Qualifications and Experience

- An associate or bachelor's degree in accounting required
- Minimum of two years accounting experience
- Strong analytical, problem-solving skills; ability to think critically
- Strong written and oral communication skills
- Excellent interpersonal skills; ability and comfort in working with and relating to individuals of diverse views and backgrounds
- Commitment to providing high quality service to donors, volunteers, grantees, and colleagues
- Proficient in accounting software and Microsoft Office 365; excellent MS Excel skills; ability to learn and utilize the Foundation's IT platform, currently Salesforce/Sage Intacct
- Ability to manage multiple priorities efficiently and effectively, with strong follow-through
- Ability to think and act independently and with good judgement
- Strong organizational skills, with attention to detail and accuracy in all work products
- Must demonstrate integrity and maintain a professional attitude
- A valid Florida driver's license and access to a car, as local travel may be required

IV. Working Conditions

Working from Foundation's physical offices is generally required for this position, with allowance for periodic remote work in accordance with the Foundation's Remote Work Policy

The Community Foundation maintains a policy of nondiscrimination in all conditions of employment, and commits itself to providing equal employment opportunities to all employees and applicants for employment regardless of race, color, religion, sex, age, disability, handicap, veteran status, marital status, national origin, sexual orientation, gender identity or expression, and any other status protected by law.

Beginning salary - \$65,000