



STAFF ACCOUNTANT JOB ANNOUNCEMENT

The Community Foundation is a charitable endowment dedicated to improving quality of life for the people of St. Joseph County, Indiana.

Thanks to the generosity of many caring people in the community, our assets have grown to over \$265 million, ranking us in the top 100 community foundations nationally. We have returned over \$190 million to the community in the form of grants and manage over 500 individual family funds (donor-advised), field of interest funds, scholarships, and organizational funds to benefit scores of local charities such as the South Bend Symphony, the Center for the Homeless, and LOGAN, and many more.

Also, the Community Foundation is making a difference in our community through several key leadership initiatives. They include the ArtsEverywhere initiative, the Early Years Count Education Initiative, the Senior Living Initiative, as well as the African American Community Fund, the Leighton Award for Nonprofit Excellence, and most recently Dolly Parton's Imagination Library and the 21st Century Scholar Success Initiative. More information is available at www.cfsjc.org.

The Community Foundation is seeking talented, mission-driven individuals who want to help connect people who care with causes that matter through excellent donor service and nonprofit support.

JOB PROFILE:

The Community Foundation of St. Joseph County is seeking a full-time (40 hours a week) Staff Accountant who will work in conjunction with Vice President Administration (VPA) in managing the accounting, budget, audit, and financial analysis and reporting functions of the Foundation. This position has primary responsibility for the accounting database management system of industry specific software (FIMS). The Staff Accountant ensures compliance with established legal, regulatory, accounting and auditing code of standards, company procedures, and industry best practices. Duties include, but not limited to, the following detailed responsibilities:

- Accounts payable maintenance; process routine operating expenses, including voucher entry, check printing and vendor file maintenance. Post grants and prepare grant checks. Process gift annuity and scholarship payments and gift receipts via ACH.
- Account for all donations and other income received including pledges.
- Oversight of treasury services and cash management activities including cash and investment accounts and related fund allocations.
- Process payroll including posting payroll transactions.
- Process administrative fees and related receivables.
- Prepare and post journal entries.
- Reconcile all bank statements.
- Reconcile subsidiary modules to the general ledger.
- Prepare and upload fund statements to donor portal.
- Prepare operating budget reports, financial statements and financial analyses and maintain general ledger.
- Maintain funds' profiles, general ledger and accounts payable coding.
- Assist VPA with preparation of 990 tax return, reports related to the annual outside audit, and other annual filings.
- Maintain vendor W-9 forms and related coding, prepare 1099s.

- Prepare annual operating budget and ongoing budget forecasting.
- Prepare annual grant budgets and related transactions, including grant payments.
- Prepare program and grant related financial reports.
- Handle nonprofit organizations' inquiries regarding fund financial information.
- Ensure proper financial and internal controls are in place and provide research and recommendations for improvement.
- Provide support to the Investment and Audit Committees
- Maintain current knowledge of GAAP, fund accounting and charitable giving rules
- Master all modules in the Foundation's database program.
- Assist VPA with new employee orientation as well as benefits management.
- Assist VPA with troubleshooting and routine backup of computer system and maintenance of phone/voicemail system.
- Assist Program staff with reviewing grantee financial reports for due diligence purposes.
- Assist entire staff in preparation for Foundation Board and committee meetings and other special events.
- Perform other duties as assigned by the VPA.

CANDIDATE PROFILE:

- Bachelor's degree required (Accounting or Finance).
- Minimum of 3 years of relevant work experience, Controller experience preferred, in a similarly-sized organization with proven financial administration, including fund accounting.
- Strong internal and external customer service ethic, personal warmth and sincerity
- Experience with fund accounting and integrated accounting systems.
- Willingness to become proficient with database software specifically designed for foundations.
- Strong computer skills, especially Microsoft Office products.
- Strong familiarity with philanthropy and nonprofits a plus.
- Excellent written and verbal communication skills for substantial public contact.
- Commitment to high quality work, continuous improvement, and accountability.
- High level of self-motivation and at ease working independently when necessary.
- Organized, with exceptional attention to detail, and strong follow-through skills.
- Ability to work with sensitivity information and maintain complete confidentiality.
- High level of personal and professional integrity and ethics

SALARY AND BENEFITS:

Salary range: \$55,000 to \$65,000 (commensurate with experience). Benefits include medical, generous retirement, ten paid holidays, vacation and sick days.

HOW TO APPLY:

E-mail cover letter, resume, and references as attachments to info@cfsjc.org or mail to: HR Dept, Community Foundation of St. Joseph County, Inc., PO Box 837, South Bend, IN 46624. E.O.E.