



STAFF ACCOUNTANT JOB ANNOUNCEMENT

The Community Foundation of St. Joseph County is seeking an experienced, dedicated and detail-oriented accountant to join our growing team.

Thanks to the generosity of many caring people, the Community Foundation of St. Joseph County has grown to over \$300 million, ranking in the top one hundred community foundations nationally and among the top five in Indiana. Each year, we grant over \$12 million to local nonprofits working to improve the lives of local citizens.

We manage over five hundred individual family funds (donor-advised), field of interest funds, scholarships, and designated organization funds to benefit scores of local charities such as the South Bend Symphony, the Center for the Homeless, LOGAN, and many more.

The Community Foundation is making a difference through several key leadership initiatives in the arts, early childhood education, Dolly Parton's Imagination Library, college attainment, and a new initiative to address the need for more affordable housing. We helped fund the expansion of the library in downtown South Bend. Our offices are located on the third floor of the beautiful new St. Joe County Public Library Community Learning Center.

More information about the Community Foundation of St. Joseph County is available at www.cfsjc.org.

We are seeking an experienced accounting professional who wants to join us in making St. Joseph County a more wonderful place to live, now and in the future.

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, financial analysis, and reporting functions of the Foundation. The Staff Accountant ensures compliance with established legal, regulatory, accounting and auditing code of standards, company procedures, and industry best practices.

Primary responsibilities:

- Master all modules in the Foundation's database program which is designed specifically for community foundations (FIMS – Foundation Information Management System)
- Process accounts payable including routine operating expenses, grant payments, scholarship payments and annuity payments.
- Account for all donations and other income received including pledges.
- Oversee 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, maintain the general ledger.
- Reconcile all bank and investment accounts.
- Prepare operating budget reports, financial statements, and investment performance reports.
- Prepare and upload fund statements to donor portal.
- 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.
- 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.
- Assist VPA with new employee orientation as well as benefits management.
- Assist VPA with IT systems management.
- 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.
- Strong internal and external customer service ethic.
- 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.
- 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 sensitive information and maintain complete confidentiality.
- High level of personal and professional integrity and ethics.

SALARY AND BENEFITS:

Salary range: \$55,000 to \$70,000 (commensurate with experience). Benefits include medical, generous retirement, paid holidays, vacation days and sick days.

HOW TO APPLY:

E-mail cover letter and resume to info@cfsjc.org or

Mail to: HR Dept, Community Foundation of St. Joseph County, PO Box 837, South Bend, IN 46624.

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