



JOB SUMMARY

We are seeking a detail-oriented and knowledgeable Staff Accountant to join our thriving Community Foundation. The Accountant supports Unity's financial operations by carrying out accurate and timely accounting functions in accordance with community foundation best practices and generally accepted accounting principles (GAAP). This position focuses on day-to-day fund accounting, reconciliations, accounts payable/receivable, grants and gift processing, fund statements, and maintaining the accuracy of donor and fundholder records. The Accountant works closely with the Director of Operations and other staff to ensure financial data is complete, consistent, and audit-ready.

QUALIFICATIONS DESIRED FOR THIS POSITION

The ideal candidate will possess a strong understanding of accounting principles and practices, including GAAP, and will be responsible for maintaining financial records, preparing financial statements, and ensuring compliance with regulatory requirements. This role requires a proactive approach to problem-solving and the ability to work collaboratively within a team environment.

DUTIES

- Manage and oversee the day-to-day fund accounting tasks and the complete fund accounting process, including donations, disbursements, and reconciling accounts for each individual donor fund
- Record and acknowledge all charitable gifts and donations
- Process accounts payable and receivable with proper coding and documentation
- Prepare and process grant and scholarship disbursements
- Assist with maintaining accurate fund records, including contributions, distributions, and investment activity
- Serve as the point of contact for financial inquiries from fund advisors, donors, grantees, outside audit firms, vendors, investment managers, trust officers and board members.

- Support timely, accurate month-end, year-end closings, processes mini audit and workpaper preparation, field work, and leads the annual audit process, property tax, and relevant filings
- Verify investment account activity; oversee investment dashboards and reporting
- Process rebalancing of investment pools, transaction paperwork, and cash call processing with President/ Director of Operations
- Verify payroll activity; prepare timely, accurate reconciliations of payroll system, oversee third-party tax filings
- Prepare journal entries to record financial transactions in accordance with generally accepted accounting principles
- Oversee and/or prepare timely and accurate reconciliations of cash, investments, donations, grants, scholarships, payables, and other general ledger accounts, and subsidiary systems
- New fund creation by working with team add new funds, process changes into database
- Ensure adherence to donor restrictions and guidelines for each fund; allocate expenditures based on donor intent
- Oversee accurate and timely fund statement preparation, including fund advisor communication (email, mail) reporting, review of fund balances, contribution and grant activity, and investment performance; develop processes to continuously improve presentation and accuracy
- Assist with preparation of financial analysis/ financial memos for board meetings
- Prepares fund statements for all funds semi-annually, or as requested and provides additional communication to fund advisors as needed

REQUIREMENTS

- Bachelor's degree in Accounting, Finance or Business Administration is required.
- 1–3 nonprofit accounting or community foundation experience preferred
- Knowledge of fund accounting software (e.g., Foundant CSuite, Sage Intacct, Blackbaud) preferred
- Strong knowledge of financial concepts, double-entry bookkeeping, and accrual accounting principles.

- Proficiency in Microsoft Office/Office 365 with advanced skills in Microsoft Excel for financial report writing and data analysis.
- Strong attention to detail and ability to follow established processes and controls, with a commitment to accuracy in all tasks performed.
- Effective communication skills for board, donor, and external stakeholder engagement
- Capable of maintaining effective relationships with financial institutions with professionalism, courtesy, friendliness, and consideration
- Exercises good judgment, discernment, and decision-making capabilities
- Ability to work independently as well as collaboratively within a team environment.
- Exhibits a commitment to serve the community

Join our team as a Staff Accountant where you will play a crucial role in maintaining the integrity of our financial operations while contributing to the overall success of our organization and making an impact in La Porte County and beyond.