

Accountant

This position combines several important functional areas for the Community Foundation. The primary responsibility of this position is to assist the Chief Operating Officer in managing the financial functions of the Community Foundation. The secondary responsibility is to assist in managing the financial relationship with donors and fundholders and services offered to both.

Responsibilities of the Position:

Financial Management

- Reconcile all cash accounts and investment accounts
- Process payroll utilizing a third party payroll portal
- Assist with employee benefits administration
- Service educational loan receivable portfolio
- Periodically reconcile three grantmaking budgets to the general ledger
- Enhance and manage operating procedures manual
- Develop procedures and create and maintain files and documentation to meet audit and fund administration requirements and to ensure compliance with regulatory standards
- Oversee cash management
- Oversee Foundation-wide metrics reporting
- Stay current on new accounting pronouncements and industry trends and have a full understanding of GAAP reporting standards

Information Technology

- Obtain and maintain master certification or equivalent for the Community Foundation's enterprise-wide software program, CSuite by Foundant (training provided)

Donor Relations and Constituent Management

- Strengthen relationships and communicate with donors and fundholders
- Provide concierge-like service to donors and fundholders
- Prepare monthly and quarterly statements for donors on fund status and grants paid
- Calculate annual spending policy and quarterly administrative fees for each fund
- Prepare reports and provide assistance and information as needed for donor communication
- Draft concise, error-free correspondence

General

- Other responsibilities as assigned and agreed to

Position Scope:

- Full-time professional
- In-person in our Reading, PA office with limited hybrid option
- Salary range: \$75,000 to \$90,000, commensurate with work experience

Reporting and Support Relationships:

This position reports to the Chief Operating Officer of the Community Foundation.

Attributes/Skills Required/Sought:

- Exceptionally strong accounting and financial analysis skills
- Strong organizational skills
- Excellent computer skills and technologically savvy (Microsoft Suite Products, financial management software and customer databases)
- Data driven, forward thinking, adaptable/flexible
- Excellent customer-service skills
- A sense of humor
- Rigorous attention to detail and accuracy
- Demonstrated ability to work both independently and in a team environment
- Excellent interpersonal skills, including oral and written communication skills

Experience/Education Required/Sought:

- A bachelor's degree in accounting
- Three to five years of equivalent work experience
- CPA is desirable