The Community Foundation of Greater Memphis has been working to strengthen our community through philanthropy since 1969. The Community Foundation is a place where generous people from diverse backgrounds come together to make our community a better place. Collectively, they have created the largest grantmaker - public or private - in the Memphis area. We fulfill our mission by:

- Developing and managing charitable funds and endowments, offering the highest level of service and expertise to individuals, families, and institutional donors and their successors;
- Actively addressing the needs of the community by examining community issues, securing and distributing resources, advocating for positive change, and convening meetings and conversation which encourage donors and the community to respond; and
- Encouraging philanthropy and the growth of charitable resources among individuals, families, businesses, and community institutions.

The Community Foundation has many audiences – donors, professional advisors, nonprofits, students seeking scholarships, and the public in general.

**Position Summary**
The Accountant is a member of the Finance team of the Community Foundation, along with the Chief Financial Officer, Director of Finance, and Senior Accountant. The Accountant works with the entire Community Foundation staff to process and record various financial transactions. This position is responsible for:

**Cash Receipts Processing**
- Process cash receipts, including credit card transactions and electronic deposits;
- Input all cash receipts into iPhi database, the Community Foundation’s database system;
- Maintain all cash receipt records;
- Cross-train duties with the Senior Accountant to ensure all work is processed;
- Sort and distribute daily mail for Finance team.

**Cash Disbursement Processing**
- Process accounts payable twice monthly;
- Generate all cash, check, and electronic disbursements for both accounts payable and grants payable;
- Maintain all accounts payable records.

**Annual Budget**
- Assist with annual budget preparation;
- Assist in generating monthly budget reports;
• Assist in analyzing budget vs. actual expenses;
• Assist with audit preparation;
• Assist in preparing 1099 Forms.

Other Duties
• Perform monthly reconciliations and assist in the preparation of quarterly fund statements;
• Onboard vendors into iPhi by soliciting W-9s and other certifications;
• Work with vendors to ensure payments are current;
• Provide reports to the Director of Grants & Initiatives to ensure that all GiVE 365 memberships are up-to-date;
• Support the Finance team and perform other duties as assigned.

Qualifications
• Bachelor’s degree in accounting - two or more years of experience in general accounting, accounts receivable and accounts payable a plus, but not required;
• Proficient computer skills – in particular, knowledge of Microsoft Office – and a willingness to learn new software programs;
• Knowledge of fund accounting is helpful.

A successful candidate will demonstrate:
• The initiative and responsibility necessary to manage a variety of projects simultaneously;
• Organizational skills, self-motivation, and flexibility in changing circumstances;
• Willingness to build rapport with people especially through email, over the phone, in group settings, and in one-on-one meetings;
• Integrity, judgment, and discretion in working with confidential information;
• Demonstrated interest in philanthropy and in serving community needs.

Additional Requirements
This position requires the candidate to work between 6-10 evenings a year at various Community Foundation events.

Base Salary
$58,000 plus benefits including paid time off, parental leave, and six work-from-home days per quarter.

Reports to: Chief Financial Officer

Women and people of color are encouraged to apply. The Community Foundation of Greater Memphis follows an equal opportunity employment policy and employs personnel without regard to race, creed, color, ethnicity, national origin, religion, sex, sexual orientation, gender expression, age, physical or mental ability, pregnancy, veteran status, military obligations, and marital status.

Resume and cover letter should be submitted via e-mail to info@cfgm.org. Inquiries by email only.