Job Description

Title: Accounting Specialist II  
FLSA Status: Exempt

Department: Finance  
Reports To: Vice President of Finance

Revision Date: April 2022  
Direct Reports: None

PURPOSE OF POSITION
This position is responsible for accounting and reconciling all major financial areas including investments, general ledger and special financial reporting, as well as other projects as assigned by the Vice President of Finance.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following are fundamental duties that an individual who holds the position must perform. This is not an exhaustive list. Other duties, in addition these essential job functions, will be assigned in the discretion of the Vice President of Finance.

• Provide financial accountability of day-to-day operations through implementation of specialized foundation software, primarily Bank Reconcile, General Ledger, Fund, and Investment Modules.
• Accurately and timely preparation of monthly checking and investment account reconciliations
• Administer the fund management process, including setup, reporting and closing
• Process, review and approve administrative fees
• Assist with year end audit and 990 workpapers
• Review and maintain proper cash and investment balances within donor funds
• Initiate balance swaps for fund activity on a monthly basis
• Work closely with the Grantmaking team to reconcile and monitor grant activity
• Accurately and timely calculate spendable balances for endowed funds annually; monitor fund balances throughout year
• Assist Foundation staff and perform other duties as assigned

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

REQUIRED KNOWLEDGE, SKILLS and ABILITIES
• A demonstrated competency in general accounting principles, general ledger, accounts payable and accounts receivable
• Fund accounting and nonprofit experience a plus
• Ability to use critical thinking skills.
• Ability to communicate well with people of diverse backgrounds and contribute to the climate of inclusivity.
• Ability to thrive in a fast paced work environment and be a team player.
• Ability to manage multiple projects and meet deadlines.
• Ability to take direction from others
• Time management skills, excellent organizational skills.

EDUCATION and/or EXPERIENCE
• Bachelor’s degree in accounting or related field and/or equivalent work experience
• 3+ years experience in accounting
• Proficiency in Microsoft Excel, Word, Power Point
• Experience with Community Suite or other fund accounting software a plus
• Prior experience in non-profit industry and/or investment management experience a plus

PHYSICAL DEMANDS & ENVIRONMENTAL FACTORS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

• Moderate walking, standing, climbing, lifting, pushing and pulling up to 50 lbs., carrying, stooping, bending, kneeling, and reaching. Work primarily inside. Speaking and Active Listening. Frequent sitting for long periods of time.