

# **COMMUNITY FOUNDATION FOR MONTEREY COUNTY**

## **ACCOUNTANT POSITION DESCRIPTION**

The Accountant has primary hands-on responsibility to work with the Senior Accountant, under the direction of the Director of Finance, and will primarily be responsible for posting gift entries; approving deposits; reports and reconciliations; cash management; and assisting with other financial reporting processes. Based on the duties described below, this is a full-time, **exempt position**. The salary range for this position is \$60,000 - \$75,000 per year.

### **SCOPE OF RESPONSIBILITIES**

- Principal activities include providing a variety of recordkeeping services including but not limited to gifts, budget, and bank accounts.
- Additional activities may include providing back-up administrative support as needed.

### **FINANCE**

- Participate in the preparation of the annual operating budget.
- Work with the Vice President of Finance and HR and outside auditors to complete the annual audit and tax return preparation.
- Complete other projects as assigned by the Director of Finance, the Vice President of Finance and HR, or the President/CEO.

### **GENERAL LEDGER**

- Initiate and assist in preparing and entering journal entries to record transactions.
- Prepare summaries, reports and recommendations where necessary.
- Assist in conducting the timely month-end closing.
- Distribute monthly GL reports to department heads.
- Assist Senior Accountant with reconciling and preparing 3<sup>rd</sup> party grant funding reports, as needed.

### **BANKING**

- Responsible for approving deposits submitted through the Remote Deposit Capture system and verifying the deposits are received.
- Responsible for maintaining sufficient cash in the operating and grant checking accounts.

### **CASH RECEIPTS**

- Review and reconcile daily cash receipts to bank deposits.

### **CONTRIBUTIONS**

- Review, and adjust or correct, gift entries in FIMS.
- Post gift entries in FIMS, through to GL.
- Verify gift entries match deposits.
- Process gift adjustments, as needed.

### **MONTEREY COUNTY GIVES**

- Responsible for the daily and monthly reconciliations of contributions to the annual Monterey County Gives campaign.
- Responsible for providing daily contribution downloads to Philanthropic Services.
- Responsible for the timely reconciliation for the Monterey County Gives bank account.

## **FINANCIAL REPORTING**

- Prepare annual reports as required by various State and Federal agencies.
- Prepare annual financial reports as required for the audit.

## **GENERAL**

- Serve as back up support for the Director of Finance, Senior Accountant, and Accounting Associate.
- Participate in the development and implementation of new or revised accounting programs, systems, procedures, and methods of operation.
- Reconcile and prepare 3<sup>rd</sup> party grant funding reports, as needed.
- Other duties as assigned by the Director of Finance, the Vice President of Finance and HR or the President/CEO.

This position description is intended to be general and will evolve over time. The description is subject to periodic updating. At management's discretion, the employee may be assigned different or additional duties from time to time.

## **MINIMUM QUALIFICATIONS**

- Bachelor's degree from an accredited college or university with major course work in accounting or a related field.
- 2-3 years general ledger accounting experience.
- Knowledge of the laws and regulations related to payroll and accounts payable.
- Knowledge of GAAP and FASB requirements as they apply to nonprofit agencies desired.
- Excellent knowledge of accounting procedures
- Fund accounting experience with an understanding of not-for-profit net asset accounting, including accounting for donor restrictions.
- High proficiency in Microsoft Office, specifically Excel and Word.
- Attention to detail with accurate data entry skills.
- Proven ability to meet deadlines.
- Must have excellent work habits including a willingness to work the hours necessary to get the job done, especially when deadlines cause greater than normal workloads.
- Must be highly organized and capable of managing multiple tasks and priorities.
- Ability to communicate, collaborate and interact effectively with coworkers, supervisors and department heads; a strong team-player.
- Requires excellent written and verbal communication skills.
- Ability to maintain strict confidence.
- Experience with ADP, grant-making, NPOs, investments, wire transfers and working with integrated databases desirable.
- Must have a "hands on" approach to all tasks required to be completed.
- Must be flexible to adapt quickly to a growing organization.

## **PHYSICAL REQUIREMENTS**

- Position requires minimal lifting (up to 25 lbs.), mostly deskwork.
- Strength and flexibility to work at a desk for up to five hours and access items on shelves and files located 0 to 60 inches above the floor.