



COMMUNITY FOUNDATION
OF LOUISVILLE

POSITION DESCRIPTION

TITLE:	Staff Accountant
REPORTS TO:	Vice President and CFO
DEPARTMENT:	Finance, Investment and Operations
STATUS:	Full-time, Exempt
UPDATED:	July 20, 2017

Nature of Work

The Staff Accountant provides oversight and management of financial information through analyzing and reconciling accounts and preparing financial statements. An outstanding commitment to accuracy and detail is a must, together with a proactive, flexible, team-oriented and collaborative work style.

Essential Duties

- Prepare and analyze investment account reconciliations on a monthly basis.
- Prepare and analyze operations account reconciliations on a monthly basis.
- Oversee and manage allocation of investment performance to donor funds.
- Provide reports as needed to staff, donors and nonprofits.
- Provide monthly reports to fiscal sponsorships.
- Prepare quarterly donor statements.
- Provide annual audit support.
- Provide annual Form 990 support.
- Prepare quarterly reporting to affiliates.
- Provide support for preparation of annual 1099 reports.
- Draft minutes for Finance & Audit Committee and Investment Committee meetings.
- Oversee organization of records maintained by the Finance Investment and Operations Team.
- Other assignments and special projects as assigned by the Vice President and CFO.

Knowledge, Skills and Talent

- Effective oral and written communication skills to interact with a broad spectrum of constituencies, including donors, community leaders, nonprofit representatives, Foundation board members and staff members.
- Proficient computer skills, particularly word processing, spreadsheets and financial database management (Financial Edge experience a plus) required.
- 10-key adding machine or calculator skills desired.
- Knowledge of Quickbooks a plus.
- Ability to follow tasks through to completion within the timelines set for each project/task required.
- Strong analytic, problem-solving and strategic thinking skills.
- Strong organizational skills and attention to detail and accuracy required.

Qualifications and Experience

- Bachelor's degree in accounting or equivalent accounting work experience or formal training required.
- Previous experience in a professional work environment desired.
- CPA a plus, but not required.
- Professional in manner and appearance.
- Personal and professional integrity.
- A commitment to the mission and values of the Foundation.
- Welcomes organizational growth and change.

Physical Requirements

This position may require the ability to lift objects of at least 20 pounds in weight. Job duties require approximately 75% sitting/typing and 25% standing/walking. Physical requirements will vary depending upon the specific duties to be accomplished. In addition, it is a requirement of this position that the successful candidate be able to maintain a physical presence in the Louisville headquarters offices regularly and consistently and for the full regular work week. Attendance may be required at special events during normal working hours or outside the normal work week.

Compensation

The position is an administrative, full-time, exempt staff assignment and will be eligible to participate in the Foundation's Employee Health and Benefits Plans as set forth in the Foundation's personnel policies. Compensation will be commensurate with skill level and experience.

The Community Foundation of Louisville is an equal opportunity employer.