

POSITION PROFILE

STAFF ACCOUNTANT

OUR ORGANIZATION

The [Community Foundation of the Chattahoochee Valley](http://www.cfcv.com), (CFCV) is a \$300-million organization that makes some \$18 million in grants annually. In its 25 years of history, the organization's investments have generated more than \$110 million in net philanthropic value for its more than 350 charitable Funds. The organization's mission is to "enable and promote philanthropy that inspires, facilitates, and fosters a vibrant and engaged Chattahoochee Valley." As the premier center for thoughtful philanthropy for people who want to make their Chattahoochee Valley communities better, both during and after their lifetimes, CFCV serves 11 counties in Georgia and two in Alabama.

JOB SUMMARY

The **Staff Accountant** will work to enhance the operations of the accounting and finance department in a manner consistent with the mission of the Community Foundation (CFCV). This position is responsible for working with the Chief Financial Officer. The candidate should be a self-starting professional who is comfortable with general accounting concepts.

PRINCIPAL DUTIES AND RESPONSIBILITIES

The following areas of focus are essential for the Staff Accountant:

1. Financial Responsibilities

- Reconcile monthly bank statements and investment accounts
- Process donations received in accordance with established procedures
- Enter all invoices and expenses into the accounting system for payment
- Manage vendor relationships and resolve billing issues
- Manage outstanding checks to ensure they are resolved in a timely manner
- Ensure Administrative fees are charged timely and accurately
- Prepare financial reports as needed
- Prepare fundholder statements
- Support CFO in preparation of schedules for the audit and 990
- Serve as a backup for various accounting and finance tasks

2. Fundholder Services

- Serve as one of the points of contact for fundholders relating to financial matters
- Capture important Fund information and data to ensure that it is entered appropriately into Foundant so that the CFCV team can provide the highest level of service to our fundholders

3. *Grant/Scholarship Processing*

- Create grant vouchers
- Process checks for grants and scholarship payments

4. *Fiscal Sponsorship Management*

- Manage Fiscal Sponsorship documentation and processes
- Communication with all Fiscal Sponsorship fundholders
- Ensure compliance of CFCV policies by all Fiscal Sponsorship fundholders

5. *Additional Responsibilities*

- During peak times, provide support to other team members in their areas, such as answering the phones, reception area coverage, etc.
- Other responsibilities as assigned

QUALIFICATIONS AND SKILLS

- Bachelor's degree in accounting or equivalent related experience
- 4-6 years of accounting experience preferred
- Excellent skills in the areas of organization, attention to detail, time management, ability to manage multiple tasks, and problem solving are required
- Seizes opportunities to produce results without direct supervision
- Commitment and ability to meet critical business deadlines
- Ability to handle confidential information with discretion
- Experience with Microsoft Word, Excel and Outlook

ADDITIONAL INFORMATION

The **Staff Accountant** reports to the Chief Financial Officer and is an FLSA exempt position.

The above statements are intended to describe the nature and level of work to be performed by the person in this position. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of the job.

Individual compensation packages are based on various factors unique to the candidate's experience, including skill set, qualifications, and other job-related reasons.

Interested candidates are required to submit a letter of interest, resume/CV, and salary requirements.

No phone calls or visits, please.

Interested candidates should email materials to:

Leah Poole

Chief Financial Officer

jobs@cfcv.com

The Community Foundation does not discriminate on the basis of race, color, national or ethnic origin, age, gender, religion, medical condition, veteran status, marital status, sexual orientation, or any other characteristic protected by law.