Department: Finance/Accounting  
FLSA Status: Exempt  
Job Status: Full-time  

Position Purpose:

The Community Foundation for Greater Atlanta leads and inspires philanthropy to increase the vitality of our region and the well-being of all residents. The finance department supports every facet of that mission in a dynamic fast-paced environment. Reporting to the Accounting Manager, the Staff Accountant is responsible for performing general accounting functions including preparing journal entries, maintaining balance sheet schedules, reconciling bank accounts, and reviewing sub-ledger activity. In addition, the Staff Accountant will perform activities within all areas of the Foundation accounting department including gifts, grants, investments, operations and supporting organizations which will provide exposure to other personnel and functions of the organization. As the department realigns to best support the Foundation’s direction and objectives, there is opportunity for this individual to support process improvements and enhance their skills.

Essential Functions of the Position:

- Reconcile assigned balance sheet accounts on a monthly basis along with gift and grant sub-ledgers to the general ledger
- Assist with setup of new investments accounts in general ledger by fund
- Monitor daily banking activity and record all transactions in the accounting system
- Process stock gifts on a daily basis to ensure liquidated and proceeds transferred to CFGA bank accounts for cash calls into appropriate investments accounts
- Process community related grants to ensure due diligence is saved in FIMS and prepare FIMS to transition grants to accounts payable register
- Record month-end close journal entries (i.e., accruals, payroll, recurring), timely and accurately
- Assist with the preparation of the 990 tax return and audit schedules
- Work with supporting organizations to record transactions, billings for services and related collections while ensuring monthly accounts are reconciled
- Analyze processes and controls; propose and implement improvements
- Assist with treasury functions related to accounts payable for ACH/wire template setup, positive pay and other items to support the team
- Cross train other roles to back up other positions within accounting
• Other duties as assigned due to focus on cross training within department

Qualifications:

Experience and Skills:
• 1-3 years of accounting experience
• Preferred experience includes: corporate accounting, payroll, and exposure to multiple accounting systems
• Solid understanding of nonprofit, fund, consolidation, and investment accounting principles
• Proficient in Microsoft Office, particularly Excel, but also Outlook and Word
• Strong analytical, problem-solving skills and attention to detail
• Highly self-motivated, detail and results-oriented
• Excellent customer service and communication skills (listening, interpersonal, oral, written)
• Ability to organize and prioritize daily work and multiple requests/projects while managing long-term assignments
• Ability to effectively utilize accounting software
• Ability to work in a team-based environment with cross-functional processes

Education:
• Bachelor’s Degree in Accounting

To Apply: Please submit your resume for consideration to hr@cfgreateratlanta.org with the subject line of “CFGA Staff Accountant”.

Community Foundation for Greater Atlanta values diversity, equity and inclusion; therefore we honor the diverse needs, strengths, voices, and backgrounds of all individuals in our regional community.