Position Description
Staff Accountant

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

Position Purpose:
The Community Foundation for Greater Atlanta strengthens its region by providing quality services to donors and innovative leadership on community issues.

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 Community Foundation accounting department including gifts, grants, investments, operations and supporting organizations which will provide exposure to other personnel and functions of the Organization.

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 Foundation 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

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.