



Community Foundation for Greater Atlanta Staff Accountant

POSITION: Full-time, Exempt

DEPARTMENT: Finance/Accounting

REPORTS TO: Assistant Controller

The Community Foundation for Greater Atlanta works to inspire and lead our region toward equity and shared prosperity for all who call our region home. We do this work by providing quality services to donors and innovative leadership to grapple with the region's most pressing challenges, seizing opportunities to use both.

Reporting to the Assistant Controller, the Staff Accountant is responsible for performing general accounting functions including preparing journal entries, monitoring daily banking activity and recording all transactions in the accounting system. In addition, the Staff Accountant will perform activities within all areas of the Foundation accounting department including gifts, grants, special events, operations, and supporting organizations which will provide exposure to other personnel 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:

- Monitor daily banking activity and record all transactions in the accounting system.
- Process all gifts including stock gifts daily to ensure liquidated and proceeds transferred to correct bank accounts for cash calls into appropriate investments accounts.
- Manage all gift receipting and acknowledgement processes, including providing prompt, accurate, and tailored acknowledgement letters for select donor gifts.
- Collaborate with the finance department to track and manage all pledges and gifts, producing revenue reports for internal distribution; regularly meet with the Finance team to reconcile revenue in the accounting system.
- Prepare new fund setup in the general ledger.
- Review interfund gifts/grants requests.
- Prepare annual payout calculations for endowment funds.
- Record month-end close journal entries (i.e., accruals, payroll, recurring), timely and accurately.
- Work with supporting organizations to record transactions, billings for services and related collections while ensuring monthly accounts are reconciled.
- Act as liaison and manage the day-to-day accounting transactions and monthly reporting for various special events.
- Collaborate with other departments in support of the organization online giving portal.
- Analyze processes and controls; propose and implement improvements.
- Stay abreast on accounting best practices and developments in the field
- Perform all other duties and responsibilities as assigned by the Assistant Controller and Controller.

Qualifications:

- 2+ years of solid accounting experience with Bachelor's degree in accounting; nonprofit experience preferred
- 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
- Self-starter with initiative to proactively investigate discrepancies and offer process improvements
- Ability to effectively utilize accounting software
- Ability to work in a team-based environment with cross-functional processes
- A high degree of professionalism, confidence, and flexibility that allows the incumbent to work collaboratively and effectively with stakeholders and colleagues of diverse backgrounds
- A clear commitment to equity of opportunity and a genuine respect for diversity, equity and inclusion

Other:

All employees are required to be fully vaccinated against COVID-19 (medical and religious exemption accommodation possible) within 30 days of hire. The Foundation operates in a hybrid working environment with staff working in-office three days per week and the opportunity to work two days remote per week, if in good standing.

Compensation:

To be determined based upon experience and qualifications. This position is currently being benchmarked with an anticipated salary range of \$65,000-\$75,000. This position is exempt, and employee is eligible for the Foundation's competitive health and benefits plan that includes:

- Paid time off:
 - Two weeks accrued paid vacation.
 - Two weeks accrued paid sick leave.
 - Four mental health days
 - Two personal days
 - Two floating holidays
 - Ten holidays
- Benefits:
 - All benefits effective on date of hire – no waiting period
 - 100% employer-paid benefits (medical, dental, vision) for employee-only insurance plans
 - 100% employer-paid life insurance and AD&D
 - 100% employer-paid short-term disability and long-term disability
 - 100% employer-paid parking downtown Atlanta or monthly MARTA card
 - Affordable plans for legal insurance, critical illness, supplemental life, and more
 - Employee Assistance Program

- Retirement:
 - Immediate eligibility for employee contribution to 403b plan
 - After two-year anniversary with organization, all employees receive an employer-paid contribution of 6% of their salary to a SEP-IRA plan regardless of if the employee contributes to retirement.
- Culture and Development:
 - Individual Development Plans (IDPs) for each team member including training, resources, development opportunities, etc.
 - Two Wellness Rooms for mental health with self-care items
 - Fun monthly employee engagement activities

To Apply:

To submit an application for this position, send your resume via email to mcallaway@cfstaffing.com with the subject line “CFGa Staff Accountant”.

Due to the volume of candidates, we are unable to provide status updates to applicants or accommodate phone calls or walk-ins regarding open positions.

The Community Foundation provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

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