Job Description

Job title: Accounting Associate
Reports to: Controller
FLSA status: Salaried

General Summary

The Accounting Associate supports the Community Foundation’s finance function. This includes activities related to accounting, asset management, accounts payable, grant payments, financial reporting, preparation for external audits and regulatory reporting. Assists with ensuring all financial and accounting procedures, systems, and records are in accordance with accepted standards, government regulations, and contractual obligations.

Principal Duties and Responsibilities (These are intended to describe the general requirements for the performance of this job. It is not intended to be an exhaustive statement of duties, responsibilities, or requirements. All duties are to be performed in accordance with established Community Foundation policies, standards, and protocols.)

Compliance

1. Prepares schedules for audit.
2. Answers questions from auditors.
3. Prepares audit confirmation correspondence.
4. Assists with preparation of regulatory filings and reports including preparation of Michigan license to solicit, Michigan annual nonprofit corporation update, IRS form 990’s, 1099’s, W-2’s and 5500’s.

General Accounting and Data Management

1. Reconciles bank statements monthly.
2. Prepares monthly journal entries for review by the Controller.
3. Assists with reconciliation of balance sheet accounts monthly.

4. Processes grant and scholarship cancellations.

5. Assists with preparation of various financial statements and reports for review and use by Board of Trustees, affiliates, and other staff.

6. Maintains fixed asset listings.

7. Posts information to records, spreadsheets, and databases.

8. Checks and verifies data and data entry to ensure accuracy.

9. Maintains record keeping and filing systems for office and staff.

10. Classifies, sorts and files records and other documents.

11. Posts gifts and other cash receipts.

12. Manages accounts payable, including grants and scholarship payables, classifies and assigns payments to proper funds and accounts; prints checks.

**Administration: Operations and Special Projects**

1. Attends audit committee meetings; drafts minutes and updates minute books; posts minutes to board/committee portal software. Serves as backup to attend investment committee meetings to draft minutes.

2. Prepares and distributes information and materials for audit committee meetings including notices, agendas, and packets. Coordinates assembling of meeting materials with other staff, ensuring materials are complete, accurate, timely and in accordance with professional presentation standards.

3. Assists with responses to surveys related to investments and community foundation activities.

4. Performs other duties as assigned.

**Information Management Systems**

1. Adheres to established protocol and standards when entering or updating data.
Professional Development

1. Keeps current regarding trends and developments in accounting and applicable laws and regulations, through reading of professional literature and attendance at appropriate seminars, conferences, and workshops.

Knowledge, Skills, and Abilities Required

1. At a minimum, completion of associate degree in accounting. Able to demonstrate sufficient knowledge of basic accounting principles to process and record journal entries accurately and efficiently and prepare related account summaries, analyses, and reports.

2. Knowledge and skill in utilizing Microsoft Office software applications; community foundation database software; knowledge of basic information technology and ability to become proficient in the use of software and database applications.

3. Attention to detail and accuracy.

4. Organizational abilities necessary to plan and prioritize work to ensure tasks are completed in a proper and timely manner.

5. Interpersonal skills necessary to work cooperatively with staff and interact effectively and courteously with contributors, grantees, and others.

6. Exercises a high level of thoughtful and insightful judgment within areas of accountability.

7. Ability to handle confidential information in a professional manner.