Job Description

Job Title: Senior Accountant
Department: Finance and Operations
Reports to: Senior Manager of Accounting, Financial Planning, and Analysis

Position Summary:
The Senior Accountant will be responsible for reconciling, maintaining, and assisting in the administration of the Vermont Community Foundation’s investments. This position will provide financial preparation, reporting, and analysis for the Foundation and its supporting organizations and special projects as assigned. The Senior Accountant will be responsible for compliance review and reporting such as Form 990, implementation of new accounting guidance and other compliance. This person will also assist in the reporting needs of the Foundation by analyzing key data and producing reports that will be used by the staff and management team.

Description
- Reconcile and assist in the administration of the Foundation’s investment accounts and pools such as completion of partnership documents, cash movement to support liquidity and asset rebalancing needs and compliance filings
- Prepare accounting entries for proper fund accounting for investments, management fees, and other items.
- Produce monthly and quarterly financial reports for the Foundation, assigned supporting organizations and component funds. This includes budget to actual reports, financial statements, and other ad hoc reporting.
- Assist in the completion of annual Form 990 tax returns for the Foundation and supporting organizations as assigned.
- Provide support for the Foundation’s annual audit including preparation of supporting documentation and schedules.
- Assist in the Mission Investing program through completion of the legal agreements with guidance from supervisor, maintenance of monthly reporting and data collection for analysis of annual impact, and attendance and support at the Mission Investing Pool meetings.
- Assist in the reporting needs of the Foundation. This includes reporting on quarterly metrics for the Foundation and quarterly board meeting support.
- Be able to produce and analyze miscellaneous data and prepare the reports as needed.
- Prepare reconciliations and associated journal entries for accounts not identified above.
- Understand and ensure board and legal compliance related to the Foundation and supporting organizations.
- Assist in proxy voting for investments according to the Foundation’s guidelines.
- Provide back up for key accounting functions as needed.
- Other projects as requested.
Essential Functions

- Prepare timely and accurate reconciliations
- Provide maximum use of integrated accounting and database software. Stay current with updates, enhancements, and issues including design statement module to allow for efficient extraction of data.
- Prepare and enter journal entries from a variety of source data.
- Maintain work papers for general ledger entries and in support of reports generated.
- On-time, accurate, and efficient conversion of FIMS reports to Excel.
- Contribute to audit and Form 990 preparation as assigned by manager.
- Perform other related duties as requested.

Essential Skills and Experience

- Bachelor’s degree in Accounting.
- Financial statement analysis.
- Solution-based thinker.
- Curious about new accounting and compliance regulations.
- Ability to research and implement guidance and regulations collaboratively with the Accounting team.
- Detail oriented and highly dependable.
- Superb analytical and problem-solving skills.
- Strong Microsoft Office Suite skills.
- Highly proficient in Excel and use of integrated accounting and database software programs, with the ability to learn new programs quickly.
- Self-motivated, willingness to be available for assignments as they arise.
- Work style that embodies a commitment to collaboration, teamwork, and personal growth.
- Ability to prioritize and ask clarifying questions when needed.
- Ability to manage multiple tasks and adapt to frequent interruptions.
- Excellent ability to work cooperatively with others.
- High degree of personal and professional integrity
- Ability to give and receive feedback.
- Ability to work with and maintain confidential information.
- Superb time management and project management skills.

Beneficial Skills and Experience:

- Nonprofit accounting experience

Instructions for applying:

Applications will be accepted through Friday, November 13, 2020.

Send your resume and three references to humanresources@vermontcf.org

The Vermont Community Foundation is an equal opportunity employer and offers a competitive salary and benefits.