



**Job Title:** Accountant  
**Department:** Finance  
**Reports to:** Controller  
**Effective Date:** February 2023  
**Pay Range:** \$50,000 - \$60,000 annually

For more than 35 years, the Vermont Community Foundation has served Vermont families through philanthropy and building stronger communities. Our mission—***Better Together: inspiring giving and bringing together people and resources to make a difference in Vermont***—provides the bedrock for our workplace culture. Our employees are passionate about making a difference every day. We approach our work with curiosity, respect and integrity and believe in collaboration, equity, and diversity. When you join our team, your work will matter.

#### **Position Summary:**

The Accountant will be responsible for maintaining and reconciling all cash accounts, investment accounts, and providing assistance on preparation and analysis of financial reporting. This role includes fund accounting including accounting entries and cash transfers for gifts and grants, and fee calculations.

The Accountant will be a member of and work in collaboration with the Finance team 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 and supporting organizations by producing financial statements and analysis as assigned.

#### **Essential Functions**

- Maintain and reconcile all cash and fund accounts
- Prepare cash transfers and record related general ledger entries for grant and gift transfers
- Process grant adjustments including documentation
- Review and post gifts for all funds
- Code, enter and post stock gifts
- Provide accounting support for the planned giving program, including working with a third-party administrator to reconcile statements
- Reconcile petty cash entries
- Record cash receipts into the general ledger
- Reconcile and assist in the administration of 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 entities assigned, including budget to actual, financial statements, and other ad hoc reporting
- Assist in the completion of annual Form 990 tax returns
- Provide support for the annual audit
- Assist in the Mission Investing program through maintenance of monthly reporting and reconciliations
- Identify and suggest process improvements for maximum use of integrated accounting and database software. Stay current with updates, enhancements, and issues including report design module to allow for efficient extraction of data.

### **Essential Skills and Experience**

- Accounting experience. Fund accounting experience a plus
- Financial statement analysis
- Solution-based thinker
- Curious about new accounting and compliance regulations
- Ability to research and implement guidance and regulations collaboratively with team
- Detail oriented and highly dependable
- Analytical and problem-solving skills
- Strong Microsoft Office Suite skills
- 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

### **Location**

The location is flexible as this is a hybrid role but must be within driving distance to our Middlebury or Burlington locations.

### **Instructions for Applying**

To apply, please send cover letter and resume to: [careers@vermontcf.org](mailto:careers@vermontcf.org). Applications will be accepted until the position is filled.

*The Vermont Community Foundation is an equal employment opportunity employer. Employment decisions are based on merit and business needs, and not on race, color, ancestry, religion, gender, gender identity, sex, age, marital or civil union status, national origin, ancestry, sexual orientation, place of birth, citizenship, military or veteran status, HIV status, genetic information, disability, or any other legally protected status as defined and required by state and federal laws.*