



Job Title: Staff Accountant
Department: Finance
Reports to: VP for Finance
Effective Date: Summer 2024
Salary Range: \$58,000 - \$72,000 salaried exempt

Working at the Vermont Community Foundation

For more than 35 years, the Vermont Community Foundation has served Vermonters and their 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 Overview

The staff accountant will be responsible for maintaining and reconciling all cash accounts, recording certain gifts (stock and other complex gifts in collaboration with the director of finance) and cash receipts, and providing assistance in preparation and analysis of financial reporting. This role includes fund accounting including accounting entries, cash transfers for all gifts and grants, and fee calculations.

The staff 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 yearly preparation of budgets of supporting organization and internal departments, as well as the reporting needs by producing financial statements and analysis as assigned.

Essential Responsibilities

- Code, enter and post stock gifts
- Maintain and reconcile all cash and fund accounts
- Process grant adjustments including documentation
- Prepare cash transfers and record related general ledger entries for grant and gift transfers
- Provide maximum use of integrated accounting and database software and stays current with updates, enhancements and issues including design statement feature to assist in report generation
- Prepare and enter journal entries from a variety of source data
- Maintain work papers for general ledger entries
- Timely and accurately prepare and convert reports to excel for the operating fund and special projects
- Produce monthly and quarterly financial reports for entities assigned, including budget to actual, financial statements, and other ad hoc reporting
- Provide support for the annual audit and assist in the completion of annual Form 990 tax returns
- Perform other related duties as requested
- Remain current with updates, enhancements and issues relating to duties assigned

Key Competencies

Our organization's culture is designed to inspire and empower employees to do their best work every day, and we are committed to creating a safe, inclusive, and positive workplace. In keeping with our core values, we are seeking team players who bring the skills and qualifications named below and who value collaboration, diverse perspectives, and community.

- Detail-oriented and highly dependable
- Superb analytical and problem-solving skills, and a solutions-based thinker
- Self-motivated, willingness to be available for assignments as they arise
- Work style that embodies a commitment to collaboration, teamwork, and personal growth
- Excellent ability to work cooperatively with others
- Ability to give and receive feedback
- Curiosity about new accounting and compliance regulations

Education and Experience

- Accounting experience; fund account experience a plus
- Financial statement analysis
- Mastery of computerized spreadsheets and integrated accounting and database software, as well as Microsoft Office Suite, with the ability to learn new programs quickly
- Ability to prioritize and ask clarifying questions when needed
- Ability to manage multiple tasks and adapt to frequent interruptions
- Ability to research and implement guidance and regulations collaboratively with team
- High degree of personal and professional integrity
- Ability to work with and maintain confidential information
- Superb time management and project management skills
- Bachelor's degree in accounting a plus
- Non-profit accounting experience a plus

Location: This position is hybrid with access to both the Middlebury and Burlington offices as needed.

Instructions for Applying

Qualified applicants may send their resume and cover letter to 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, 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.