



Job Description

Job Title: Accountant
Department: Finance and Operations
Reports to: Controller

Position Summary:

The Accountant will be responsible for reconciling, maintaining, and assisting in the administration of the Foundation's investments and investment pools. This person will provide financial preparation, reporting, and analysis for the Foundation and its supporting organizations and special projects. The Accountant will be responsible for compliance review and reporting for grant, lobbying, and other compliance reports.

This person will also assist in the reporting needs of the Foundation by producing and analyzing key reports that will be used by the staff and board of directors.

Description

- Reconcile and assist in the administration of the Foundation's investment accounts and pools.
- Prepare accounting entries for proper fund accounting for investment, management fees, and other items.
- Produce monthly and quarterly financial reports for the Foundation. This includes budget to actual reports, financial statements, and other ad hoc reporting.
- Produce monthly and quarterly financial reports for the Foundation's supporting organizations. This includes budget to actual reports, financial statements, and other ad hoc reporting.
- Coordinate and maintain grant reporting requirements for the supporting foundations, including reporting to third party grantors.
- Produce financial reports for supporting organization board meetings and miscellaneous reporting needs.
- Assist in the completion of annual Form 990 tax returns for the Foundation and supporting organizations.
- Provide support for the Foundation's annual audit including preparation of supporting documentation and schedules.
- Assist in the Impact Investing area through maintenance of monthly reporting and data collection for analysis of annual impact.
- 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 reporting needs.
- Prepare reconciliations and associated journal entries.
- Understand and ensure board and legal compliance related to supporting organizations.
- Track and report lobbying activities to the State of Vermont and the federal government as necessary.
- Assist in proxy voting for investments according to the Foundation's guidelines.
- Provide back up for accounts payable and other key accounting functions as needed.

- Other projects as requested by manager.

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 preparation as assigned by manager.
- Perform other related duties as requested.

Essential Skills and Experience

- Accounting experience.
- Solutions-based thinker.
- Curious about new accounting and compliance regulations.
- Ability to research and implement 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

- Bachelor's degree in accounting.
- Nonprofit accounting experience.

Please send cover letter and resume to: humanresource@vermontcf.org

Or mail to: The Vermont Community Foundation, 3 Court Street, Middlebury, VT 05753

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