Job Title: Accountant
Department: Finance
Reports to: Finance Manager
Effective Date: February 2022

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 matters.

**Position Summary**

The Accountant is responsible for assisting in the reconciling and administration of the Vermont Community Foundation’s investments and provides financial preparation, reporting, and analysis for the Foundation and its supporting organizations, as well as special projects as assigned. This position will work in collaboration with the Senior Accountant for compliance review and reporting, implementation of new accounting guidance, and other compliance activities. 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**

- Reconcile and assist in the administration of the Foundation’s investment accounts and pools including completion of partnership documents, cash movement to support liquidity, and asset rebalancing needs and compliance filings
- Prepare 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, and assist with annual audits, as assigned
- Provide support for the Foundation’s annual audit including preparation of supporting documentation and schedules
- Assist in the Mission Investing program through maintenance of monthly reporting and reconciliations as assigned
- Assist in the reporting needs of the Foundation to produce and analyze miscellaneous data and prepare the reports as needed
- Prepare reconciliations and associated journal entries for accounts not identified above
- Assist in proxy voting for investments according to the Foundation’s guidelines
- Provide back up for key accounting functions as needed
- Use integrated accounting and database software and stay current with updates, enhancements, and issues to ensure efficient use 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
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

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. 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.