Job Title: Accounting Specialist  
Department: Finance  
Reports to: Controller  
Salary Range: $40,000 - $50,000/year

Position Summary:

The Foundation is seeking an Accounting Specialist to serve as an important member of a growing Finance team. We are looking for an accounting professional who enjoys problem solving and is proficient at detail work. The focus of this role is on accounts payable processing, gift processing, and managing prepaid expenses, as well as assisting with budget preparation and entry and monthly, quarterly, and year-end financial reporting and audit preparation.

The Foundation is on a strong growth trajectory, with over $400 million in assets and more than 750 different charitable funds, each established by generous individuals, families, businesses, and organizations in support of a wide variety of issues. The Foundation is considered a national leader in place-based mission investments, with a significant portion of its assets allocated to community investments that directly impact Vermonters.

Description:

- Responsible for all vendor payables including collecting, coding, and posting accounts payable and expense reports to the general ledger from Concur
- Generate checks and file payables every two weeks, and as scheduled for special project runs
- Ensure expenses follow Foundation policy and annual budget
- Manage credit card processing, including coding for staff, general ledger entry, and payments, and reconciling the database payables module to the GL quarterly
- Prepare and mail 1099’s
- Book and reconcile prepaid expenses and insurance to the GL on a quarterly basis
- Record gifts received via online giving platforms and stock gifts
- Maintain and reconcile other various accounts as assigned including fixed assets, prepaid expenses, and receivables
- Maintain depreciation schedules in asset manager software, book entries into the GL quarterly, and complete business personal property tax inventory form and prepare footnote for financial statements
- Reconcile and allocate postage quarterly
- Assist in month-end, quarter-end, and year-end closing
- Record Cash Receipts into GL system
- Assist in annual budget process and enter budgets for all organizations
- Prepare monthly and quarterly budget reports for departments and assist in the budget to actual analysis
- Ensure design statements are up to date on new GL accounts
- Process daily deposits

Essential Functions
• Process accounts payable, credit card bills, and appropriate reports as required
• Prepare timely and accurate reconciliations
• Provide maximum use of integrated accounting and database software
• Prepare and enter journal entries from a variety of source data
• Maintain work papers for general ledger entries
• Prepare and convert timely and accurate accounting reports
• Contribute to audit preparation
• Assist in budget preparation and monthly and quarterly analysis
• Perform other finance and operations related duties as requested

**Essential Skills and Experience:**
• Bachelor’s degree in accounting, or related accounting experience
• Detail-oriented
• Excellent analytical and problem-solving skills
• Experience with spreadsheets and accounting packages
• Ability to prioritize effectively
• Collaborative and cooperative team player
• High degree of personal and professional integrity
• Experience with continuous improvement
• Ability to give and receive feedback appropriately
• Ability to multi-task
• Ability to work overtime during peak times such as quarter end, year-end, and other peak times

**Beneficial Skills and Experience:**
• Community foundation experience
• Experience with Asset Manager and FIMS accounting software a plus
• Experience with Concur a plus
• Fund accounting
• Nonprofit experience

**Location**

This position may be hybrid or located in our Middlebury office.

**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.*