



Senior Accountant

Reports to: Director of Finance

ABOUT THE FOUNDATION

The mission of the [Sacramento Region Community Foundation](http://www.sacregcf.org) (Foundation) is to transform our community through focused leadership and advocacy that inspire partnerships and expand giving. As the trusted steward of charitable assets, a community catalyst for meaningful change and the advocate for shaping vital impact through philanthropy, we provide leadership and work with others to produce a thriving community exemplified by opportunities for all to:

- Reside and work in a vibrant economy
- Benefit from a strong nonprofit sector
- Flourish through the strength of our diversity
- Live with a sense of dignity and self-worth

Learn more at www.sacregcf.org.

ABOUT THE POSITION

We are seeking an experienced Senior Accountant who will be responsible for the general accounting function to ensure accurate and timely accounting and finance activities. The Senior Accountant provides general accounting support, including preparing journal entries, reconciliations, schedules, and account analysis, and providing support in carrying out the responsibilities of the Finance Department.

RESPONSIBILITIES

Essential duties and principal responsibilities include but are not limited to:

Data Entry and Activity Processing

- Process wire transfer of funds between bank, investment accounts and investment managers
- Review available funds for grants

Investments

- Execute cash moves for investment pools
- Reconcile and record monthly investment earnings from investment statements
- Post allocation of investment earnings and expenses

Reporting

- Miscellaneous specific fund reporting requested by CEO or CFO
- Produce monthly financial reports for departments and the Finance Committee (back-up)
- Produce operational reports and presentations requested by CFO
- Manage quarterly donor fund statement process

General Accounting

- Prepare and post journal entries
- Reconcile all bank accounts and update outstanding check list
- Prepare monthly Prepaid Expense Entries
- Prepare quarterly Depreciation Expense Entry
- Generate and post Monthly Administrative and Custodial Fees
- Reconcile Asset and Liability Accounts
- Understand and serve as back-up for maintaining the chart of accounts, setting up funds, and other system settings with-in the Foundation's financial system

Knowledge, Skills and Abilities

- Bachelor's degree in accounting, finance or equivalent
- Nonprofit experience preferred and/or interest in working in the nonprofit field
- Fund accounting a plus
- Ability to work in a changing environment
- Detail-oriented
- Willingness to learn and grow in responsibility
- Demonstrated administrative efficiency and effectiveness
- Strong computer skills—spreadsheet, word processing, database
- Experience with Foundant's Community Suite software a plus
- Strong written and oral communication skills
- Ability to work under tight deadlines

Physical Demands

- Ability to lift 25 pounds
- Able to sit for prolonged periods of time
- Able to sit at a desk and view a computer screen for up to two hours
- Able to speak into and use a telephone for long periods of time
- Ability to bend and stoop
- Non-smoking, professional office environment
- Flexible options to include remote work

Work Environment

- Non-smoking, professional office environment
- During the post-pandemic transition, the position will require the ability to work remotely and from the Foundation office in Sacramento
- Fast paced working with multi-level distractions

HOW TO APPLY

Salary commensurate with experience. This non-exempt, fulltime position is benefits-eligible (including health insurance, retirement, paid time off, sick leave, and holidays).

The Sacramento Region Community Foundation is an equal opportunity employer. This position will be open until filled. Interested applicants are requested to submit a cover letter and resume to resume@sacregcf.org.

We are happy to answer questions about this position; please email them to resume@sacregcf.org.

No phone calls or recruiters please.