



POSITION DESCRIPTION

POSITION TITLE: Accountant or Sr. Accountant
REPORTS TO: COO
POSITION TYPE: Part-time, Exempt (32 hours per week)

SUMMARY

This part-time (32 hours) position is responsible for performing all day-to-day accounting activities necessary to maintain the fiscal integrity of the Foundation. Reporting to and working closely with the COO and the Finance Director, this position is responsible for the operation of the accounting and financial reporting functions of the Foundation, including fund accounting, payroll, accounts payable, financial analysis, reporting and audit support. This position provides accounting support to the Audit, Investment, and Finance Committees and the Foundation's Charitable Special Assets Fund.

PRIMARY DUTIES AND RESPONSIBILITIES

- **General Accounting:** Compiles and analyzes financial information to prepare entry to the general ledger accounts including entries for payroll and employment taxes, bank and credit card charges, and depreciation of furniture and fixtures. Assesses administrative fees to all managed Funds. Coordinates the preparation and distribution of Fund Status Reports. Prepares and maintains documentation for fund accounting processes and procedures. Calculates endowment fund distributions. Keeps abreast of changes in laws, regulations, investments, banking procedures, and planned gift administration to enhance the operation of the Foundation. Ensure all areas of internal controls are being followed.
- **Accounts Payable and Grants Payable:** Records vendor invoices in the financial/accounting system (FIMS); produces checks or online payments approved for payment in a timely fashion; maintains vendor files. Maintains accounts receivable and grants payable files. Manages the processing of all grant distribution requests. Coordinates due diligence efforts with appropriate staff before grant disbursements are made.
- **Gifts:** Prepares and makes bank deposits and records the revenue in FIMS. Coordinates with other staff to ensure information is shared and protocols implemented to open funds and acknowledge gifts. Verifies and records gifts in FIMS, including gifts receivable. Generates and delivers acknowledgement letters for all gifts processed.
- **Budgeting:** Monitors the fiscal year budget to actual results and provides monthly reporting to staff and Board on budget status. Prepares reports, information, and preliminary framework for annual budget preparation.
- **Information Management:** Maintains FIMS including general ledger, accounts payable, profiles, gifts, donors, grants, and funds. Builds records for or assists appropriate staff to set up new Funds, Donors, Grantees and Vendors in FIMS and establishes electronic as well as

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hard file documentation. Generates customized reports, charts and graphs from data extracted from the FIMS database as requested to assist other staff or committee projects and brochure/ website development.

- **Audit and Tax Returns:** Assists the Finance Director, external auditor, and Consulting CPA in the preparation of the required schedules for the annual audit and tax returns.

PERSONAL ATTRIBUTES: A strong sense of ethics; emphasis on accuracy; excellent organizational skills; ability to work in a team; trustworthiness and reliability; lifelong learner; knowledge of the nonprofit sector and donor centered.

EXPERIENCE AND POSITION REQUIREMENTS

- Bachelor's degree with emphasis in accounting preferred.
- At least 5 years of experience in nonprofit accounting or equivalent experience.
- Experience with nonprofits required, community foundation experience a plus.
- Experience in managing an integrated accounting system required; experience in FIMS or Blackbaud a plus.
- Familiarity with grants and donor management software desirable.
- Demonstrated excellent oral and written communication skills as well as keen analytical skills.
- Proven track record of exceeding goals and objectives.
- Demonstrated excellent interpersonal skills with an ability to work with diverse people and groups in multicultural environments.
- Demonstrated advanced proficiency with Microsoft Office package. (Outlook/Word/Excel)
- Highly motivated with a strong work ethic.
- Demonstrated ability to work as an effective team member.
- Demonstrated ability to work independently, take initiative, manage time effectively, and follow-through.
- Valid driver's license and acceptable driving record. Must provide and verify own automobile insurance.
- Demonstrated passion for the nonprofit sector and the mission of the Foundation.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

- Extensive use of the computer; this position requires the incumbent must be able to remain in a stationary position more than 90% of their time.
- Employee must see, talk, and hear.
- Hands are regularly used to write, type, key and handle or feel small controls.
- Frequent walking and standing are required.
- Weights of up to 20 pounds occasionally lifted (carrying devices provided).
- The noise level in the work environment is usually moderate.

Position will remain open until filled.

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To Apply

To apply for a position at Rancho Santa Fe Foundation, please submit your resume at <https://www.ziprecruiter.com/job/caf973d2>. We will continue to accept resumes until the position is filled and update you on the status of your application in a timely manner. No phone calls or emails please.