



Rancho Santa Fe
FOUNDATION
INSPIRED GIVING - CLOSE TO HOME AND AROUND THE WORLD

POSITION DESCRIPTION

POSITION TITLE: Staff Accountant
REPORTS TO: Controller
POSITION TYPE: Part-time (20 - 24 hours)

SUMMARY

The Staff Accountant is a part-time position responsible for performing the essential accounting activities necessary to maintain the fiscal integrity of the Foundation. Reporting to and collaborating closely with the Controller, this position is responsible for entering contributions and grants into the Foundation's accounting system, processing accounts payable, performing monthly reconciliations, assisting the Controller to prepare monthly financial reports, and providing support for the annual audit.

PRIMARY DUTIES AND RESPONSIBILITIES

- **Contributions:** Prepares and makes bank deposits and records the revenue in the Foundation's accounting system. Coordinates with other staff to ensure information is shared and protocols implemented to open funds and acknowledge gifts. Verifies and records gifts in the Foundation's accounting system, including gifts receivable. Generates and delivers acknowledgement letters for all gifts processed. Provides Foundation staff with gift information.
- **Accounts Payable and Grants Payable:** Records vendor invoices in the Foundation's accounting system, produces checks or online payments approved for payment in a timely fashion, and maintains vendor files. Maintains accounts payable and grants payable files. Manages the processing of grant distribution requests. Coordinates due diligence efforts with appropriate staff and/or fund advisors before processing grant disbursements.
- **Monthly Reconciliation and Reporting:** Assists the Controller in completing all month-end duties in a timely manner, which includes reconciling bank and GL accounts. Assists the Controller in the generation of customized reports, charts and graphs prepared for Management, the Board, or external fund holders.
- **Audit and Tax Returns:** Assists the Controller, 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 and attention to detail; excellent organizational skills; ability to work in a team; trustworthiness and reliability; willingness to learn; passion for the nonprofit sector.

Rancho Santa Fe Foundation is an equal opportunity employer.
P.O. Box 811, Rancho Santa Fe, CA 92067 (858) 756-6557

EXPERIENCE AND POSITION REQUIREMENTS

- Associate's or bachelor's degree with emphasis in accounting preferred.
- Experience working with nonprofits in any capacity is a plus.
- Experience working with various accounting systems.
- Demonstrated excellent oral and written communication skills and 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 and a willingness to learn.
- Demonstrated ability to work as an effective team member.
- Demonstrated ability to work manage time effectively and communicate information with a team.
- 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 accommodation 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 to 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.

The above statements are intended to describe the general nature and level of work performance by the incumbent in this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills.

COVID-19 VACCINATION POLICY

To help prevent the infection and spread of COVID-19, RSFF requires that all its employees be fully vaccinated and boosted against COVID-19. We make accommodations for eligible medical and religious exemptions.

LOCATION AND HOURS

This is a 20 – 24-hour a week position, preferably Mondays, Wednesdays, and Thursdays. Specific workdays are negotiable. The Staff Accountant is required to work in the Foundation office during work hours. Employees may be eligible for some remote work following 3 months of employment. The Foundation office is located at 162 S. Rancho Santa Fe Road, Encinitas, CA 92024.

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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/0a3e6da1>. 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.