

Delaware Community Foundation
Accountant
Position Description

Summary: This position is responsible for various accounting functions within the DCF including grant processing, quarterly fund reporting, donor statements, reconciliations, journal entries and confirmations. The accountant interacts regularly with clients and donors and collaborates with other DCF staff to ensure accurate, timely, and welcoming service. This position is also responsible for working with the Gift Administrator and Accounts Payable Coordinator to ensure their respective functions are completed. The Accountant maintains procedures and activities that assure transactions are processed in an accurate and timely manner and that regular information is shared throughout the organization. The Accountant will work with various fundholders to process grant requests, resolve all accounting questions concerning their fund and provide other requested information. The ideal candidate will exhibit passion and drive, be customer-service oriented, and have a “can-do” mindset. The position is exempt and reports to the VP for Finance and Administration.

Each employee of the DCF is expected to embody and pursue the core values of the DCF including compassionate service, excellence, curiosity, integrity and honesty, passion for the work of the foundation, commitment to making a difference, and an appreciation for the joy of philanthropy.

Key Responsibilities:

- ✓ Prepare monthly, quarterly and annual journal entries
- ✓ Administer Donor-Advised grants process – processed and mailed by the 1st and 15th of month
 - Receive and review donor-advised grant requests. Conduct all necessary due diligence on grantees prior to process grants, checks and transmittal letters.
 - work with donor-advised fundholders on grant requests
 - Assist fundholders with DonorCentral process and procedures
 - Communicate with other key staff regarding donor advised fund developments, including entering into the CRM database as appropriate, and sharing information with key staff when needed.
- ✓ Support nonprofit endowment funds
 - Determine quarterly and semi-annual fund distributions based on spendable balances
 - Process quarterly, annual and semi-annual fund distributions.
- ✓ Share information about grants with colleagues
 - Review DCF grant disbursements regularly to identify and share communications and partnership opportunities
- ✓ Complete bank account entries for positive pay, ACH, wires and stop payments for the DCF & Rodel checking accounts
- ✓ Lead team effort in maintaining cash log
- ✓ Complete monthly reconciliation for the DCF & Rodel checking accounts
- ✓ Lead production of quarterly fund statements for all fundholders through FIMS and Donor Central;

- ✓ Prepare regular reporting for a range of special funds
- ✓ Review gift processing of all donations including stock, in-kind and monetary transactions for accuracy;
- ✓ Review account payable payments for accuracy;
- ✓ DCF liaison to Artco;
- ✓ Lead the preparation of required reports for Audit & 990;
- ✓ Perform other duties or special projects as assigned;

Responsibilities and priorities may be added or removed from time to time.

Qualifications:

Education and Experience – Bachelor’s degree in accounting preferred with 3 or more years of accounting experience; fund accounting and non-profit experience a plus; Proficiency in Word, Excel, Outlook, database software, and use of integrated financial applications

Other skills: High attention to detail; analytical; mature judgment; high integrity; approachable; ability to understand complex issues and challenges; creative problem solver; critical thinker; nonprofit knowledge; experience working with diverse groups of people; well-organized self-starter. Ability to effectively present information to customers, clients and other employees of the organization