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## ACCOUNTING ASSOCIATE JOB ANNOUNCEMENT

The Community Foundation of St. Joseph County is a charitable endowment dedicated to improving quality of life for the people of St. Joseph County, Indiana.

Thanks to the generosity of many caring people in the community, our assets have grown to over \$180 million, ranking us in the top 100 community foundations nationally. We've returned over \$115 million to the community in the form of grants and manage over 500 individual donor-advised fund, field of interest funds, scholarships, and organizational funds to benefit dozens of local charities, including the South Bend Symphony, the Center for the Homeless, LOGAN, REAL Services, and many more.

Also, the Community Foundation is making a difference in our community through several key leadership initiatives. They include the Early Years Count Education initiative, the Senior Living initiative, and the ArtsEverywhere initiative, as well as the Leighton Award for Nonprofit Excellence, the African American Community Fund, Give Local St. Joseph County 24-hour giving day events, and, most recently, Dolly Parton's Imagination Library. More information about the Community Foundation is available at [www.cfsjc.org](http://www.cfsjc.org).

The Community Foundation is seeking talented, mission-driven individuals who want to help connect people who care with causes that matter through excellent donor service and nonprofit support.

### **JOB PROFILE:**

The Community Foundation of St. Joseph County is seeking a full-time (40 hours a week) Accounting Associate to provide financial management and accounting support in the areas of financial accounting, managerial accounting, audit and information technology. This position includes, but is not limited to, the following detailed responsibilities:

- Deposit all donations and other income weekly
- Download, print, review, and code various accounts payable invoices
- Analyze records of financial transactions for accuracy and completeness
- Reconcile bank accounts and petty cash
- Not-for-profit liaison regarding fund activities, balances, and audit reviews
- Run monthly fund statements and upload to the donor portal
- Assist in running annual fund statements and gift acknowledgements
- Maintain vendor information in the database
- Maintain paper and electronic filing system for accounting and finance including accounts payable files, following the record retention policy
- Monitor and maintain the integrity of the financial information on donor portal
- Assist with quarterly investment data entry and investment committee preparation
- Assist in preparing reports for the annual audit
- Assist with data entry for annual tax filings and various state reports
- Assist in gathering monthly and annual information for grantmaking and budget tracking
- Assist with the completion of various benchmarking surveys
- Assist with updating financial information on the website
- Provide research and generate reports and analysis as needed
- Assist the Vice President Administration in routine information technology functions
- Other duties as assigned as they relate to the financial, accounting, and information technology operations.



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### **CANDIDATE PROFILE:**

- Minimum Bachelor's degree or equivalent in accounting.
- At least two years relevant accounting experience. Will consider recent college graduate.
- Highest ethical standards, requiring honesty, integrity, respect and confidentiality
- Excellent organizational and administrative skills as well as time and project management skills.
- Financial management, statistics, reporting and analytical skills a plus.
- Detail-oriented, problem-solver with the ability to prioritize workload.
- Ability to exercise independent judgment, accept supervision, and be a team player.
- Excellent verbal and written communication with an attention to details.
- Excellent interpersonal skills with strong customer service attitude.
- Proficient English usage, grammar, spelling and style sufficient for proofreading material.
- Proficiency in MS Office (specifically Word/Excel).
- Database experience a plus.
- Ability to work flexible hours when occasionally required.

### **SALARY AND BENEFITS:**

Salary range: \$38,000 to \$45,000 (commensurate with experience). Benefits include medical, generous retirement, nine paid holidays, vacation and sick days.

E-mail cover letter, resume, and references as attachments to [info@cfsjc.org](mailto:info@cfsjc.org), or mail to: HR Dept, Community Foundation of St. Joseph County, Inc., P.O. Box 837, South Bend, IN 46624-0837; fax to: (574) 233-1906. E.O.E.