

Wabash Valley Community Foundation

Accounting Manager

Our Work Environment

Professional, yet fun, with supportive coworkers who are passionate about carrying out the mission of the Community Foundation to strengthen the Wabash Valley Community.

Our Mission

The Mission of the Wabash Valley Community Foundation is engaging people, building resources and enriching lives.

How We Carry Out Our Mission

The Community Foundation connects people who care with causes that matter. We have one primary purpose: to receive charitable contributions and invest and manage them as a permanent endowment according to the charitable intentions of our donors and enriching the quality of life within the Wabash Valley.

What We Stand For

The Core Values of the Wabash Valley Community Foundation guide the decisions and actions of our staff. We commit ourselves to:

Integrity – We are honest and ethical in our approach. We value and respect all people and believe that building trust builds a better community.

Collaboration – We work strategically in partnership and provide leadership, when needed to achieve our vision.

Transparency – We communicate, both internally and externally, with candor, honesty and respect.

Accountability – We measure ourselves against the highest standards of philanthropy, stewardship and fiscal responsibility.

The Position

Position Summary: The Accounting Manager supports the Community Foundation’s mission of “engaging people, building resources and enriching lives” by coordinating the accounting and investment activities of the Wabash Valley Community Foundation, and its affiliates, Clay County Community Foundation and the Sullivan County Community Foundation, as well as Wabash Valley Holdings. This position includes responsibility for all accounting, budgeting, investment administration, fiscal management, financial planning, audit facilitating, legal compliance, human resources, employee benefit administration and facility management.

Accounting Responsibilities:

- Manage fund level general ledger, including opening and closing charitable funds
- Process accounts payable and accounts receivable
- Perform bank reconciliations
- Submit payroll to outside payroll service provider
- Calculate, request, and confirm weekly transfers between checking and investment accounts as necessary for operations and grants
- Lead month end close process, including:
 - Maintain fixed assets
 - Maintain loan fund activity
 - Perform monthly investment account reconciliation
 - Prepare donor fund statements
 - Prepare monthly financial statements
- Calculate quarterly administrative fees
- Prepare quarterly financial statements
- Calculate and monitor annual spending for endowed funds
- In consultation with the Executive Director, prepare the annual operating budget and monitor it; provide Executive Director a monthly report of actual vs. budgeted revenue and expenses
- Provide financial reports for grants to the Community Foundation, including the Lilly Endowment Internship grant.
- Facilitate the Investment Committee – including meeting agendas, materials and minutes.
- Following review by the Executive Director, communicate financial information to donors, organizations, Board members, and trustees as needed
- Analyze and interpret financial information pertaining to the Foundation's performance. Make recommendations concerning business policy, resource allocation and business operations to improve the Foundation's financial position.

Internal Control, Audit & Tax Filing

- Assist in the development, implementation, and modification of accounting policies and procedures
- Maintain internal control systems to ensure accuracy of financial records, rapid identification of errors, and proper segregation of duties
- Prepare schedules for annual financial audit in accordance with GAAP
- Prepare schedules for annual Form 990 tax filing

Human Resources Responsibilities

- Maintain employee records including benefit programs, payment of premiums and contributions, as well as maintain associated records and reports
- Prepare figures for annual salary adjustments and bonuses
- Understand and implement best practices for employers

- Maintain personnel policies, employee handbook, and employee files

Required Skills and Abilities:

- Understanding and adherence to high standards of ethics and confidentiality
- Highly organized and able to manage multiple projects simultaneously
- Excellent database management skills
- Knowledge of integrated databases
- Experience with industry specific software, particularly software that tracks financial data, donor and grant information, preferred
- Proficiency with Microsoft Office Suite
- Excellent oral and written communication skills
- Strong presentation skills and ability to translate financial terms for non-financial audiences.
- Knowledge of investment vehicles
- Committed to the success of the Wabash Valley community.

Education/Experience: Bachelor's degree required, with a minimum of 5 years accounting experience. Accounting experience in non-profit sector and/or fund accounting experience strongly preferred.

This is a full-time, exempt position. Work hours are generally Monday through Friday from 8:00 AM to 5:00 PM, but alternative work hours apply as required by the position to accommodate infrequent evening and/or weekend events and meetings.

The base salary range for this position is \$55,000 - \$65,000, with specific salary to be determined by experience and qualifications. Additionally, the position offers a \$7,500 annual allotment that may be used toward cafeteria plan benefits or paid out as additional compensation. The Community Foundation also provides a retirement plan and paid time off benefits.

How to Apply

For more information about the Wabash Valley Community Foundation, visit: www.wvcf.org.