



Accountant **Position Summary**

MISSION

To enhance the quality of life in the Wichita Falls area through the promotion and support of charitable giving.

VISION

Building strong, vibrant communities inspired by generosity

VALUES

Customer Service, Philanthropy, Stewardship

POSITION SUMMARY/OVERVIEW

Under the supervision of the Controller, the Accountant is responsible for processing accounting transactions and maintaining accounting records in accordance with the Community Foundation's accounting policies and procedures.

The Accountant reports directly to the Controller and works collaboratively with other Foundation staff to support program activities, volunteer and donor relations, and special projects as needed or directed.

EXPECTATIONS

- Maintain accurate and up-to-date financial records
- Prepare and analyze financial statements and reports
- Ensure compliance with federal, state, and local regulations
- Assist with developing and monitoring budgets and financial plans
- Assist in the preparation of grant reports and manage donor contributions
- Collaborate with the Foundation team to support its mission

RESPONSIBILITIES

- Process and monitor operations accounts payable and expenses to the funds
- Run accounts payable and grants checks
- Create and upload ACH files to pay grants
- Create and record journal entries
- Reconcile bank, investment, and credit card processor statements and record the results
- Record cash transfers from one account to another
- Prepare schedules and gather documents for the annual audit and provide support to the auditors during the audit
- Create and maintain Investment Strategies in fund accounting software
- Process accounting-related functions related to opening and closing funds: setting/verifying restrictions, applying admin fee codes, applying distribution codes, calculating manual admin fees for closing funds, applying investment strategies, etc.
- Provide staff support and record-keeping to the Finance Committee



- Provide a complete 1099 report for our outside accounting firm
- Scan and file financial and investment reports, policies, and correspondence
- Maintain written job procedures
- Assist with special events as needed
- Other duties as assigned by the Controller or President

REQUIRED SKILLS/EXPERIENCE

- Bachelor's degree in accounting, finance, or a related field, **or**
- A minimum of 3 years of experience with financial reporting, general ledger accounting, and account reconciliations, preferably in a non-profit or business setting
- Strong knowledge of accounting principles and financial/tax regulations
- Excellent analytical and organizational skills and attention to detail
- Ability to maintain high confidentiality
- Time management and attention to deadlines
- Proficiency in accounting software and Microsoft Office

PREFERRED SKILLS/EXPERIENCE

- Project management skills
- Investment-related experience
- Planned giving program experience

OFFICE CULTURE

Each employee contributes directly to the WFACF's growth and success. A total team effort is necessary to accomplish our mission.

Each employee of the Community Foundation is expected to:

- 1) Work with integrity and respect toward one another and our donors, volunteers, and the diverse communities with whom we interact
- 2) Offer a superior level of customer service
- 3) Provide a welcoming external and internal environment
- 4) Communicate clearly and collaborate effectively across the organization
- 5) Give and expect to receive clear expectations
- 6) Innovate, learn new skills, and grow as a professional
- 7) Take personal responsibility for the quality and accuracy of his/her work
- 8) Offer and request assistance to and from fellow employees in reviewing work
- 9) Contribute to building a culture of philanthropy as a productive member of our Team