

MARSHALL COUNTY COMMUNITY FOUNDATION & UNITED WAY OF MARSHALL COUNTY

JOB DESCRIPTION

Position Title:	Accounting and Finance Manager
Status:	Exempt/Regular
Hours:	20 hours per week. Typically, between the hours of 8:00-5:00
Reports to:	Executive Director

SUMMARY OF POSITION:

The Accounting and Finance Manager is responsible for budget development and monitoring, financial reporting, facilitation of audit processes, asset management, gift acceptance processing, financial policies, payroll, and overall accounting functions.

MINIMUM QUALIFICATIONS:

- High School and/or GED required
- Four-year undergraduate degree preferred in accounting, finance, or related field.
- Minimum five-years' experience in accounting or finance position required.
- Advanced Microsoft Office Suite competency.
- Knowledge of integrated database environments. Experience with Quickbooks, Foundant's Community Suite, and Upic Solution's Donation Tracker preferred.
- High level of integrity, sound judgement, and decision making ability.
- High attention to detail, analytical and organizational skills.
- Efficient and friendly when working with both customers and staff
- Excellent written, verbal, and listening communication skills.

ESSENTIAL FUNCTIONS OF THE JOB

1. Research, develop, update, and administer accounting policies and procedures as well as the day-to-day accounting and internal control activities.
2. Maintain financial security to assure confidentiality of information of both stakeholder and employee.
3. Guide accounting staff by coordinating activities and answering questions.
4. Complete state and national financial and investment surveys such as Council on Foundations Insight Survey.
5. Manage and calculate taxes and deductions, pay according to hours worked incorporating leaves and overtime, garnishments, severance payments, and investigate and resolve payroll discrepancies.
6. Update paper and electronic payroll records by entering changes/adjustments on pay rates, employee status, exemptions, insurance coverage, savings deductions, and job title.
7. Prepare and distribute annual 1099s for vendors and contractors.
8. Serve as liaison with auditors, providing access to requested information, and other sources as appropriate such as Indiana Philanthropy Alliance, Indiana United Ways and United Way Worldwide to stay abreast and comply with federal, state, and local financial legal requirements and advises management on needed actions.
9. Support outside auditors during annual audit and IRS 990 preparation then review draft of audited financial statements and draft of IRS Form 990 addressing issues if required.
10. Substantiates financial transactions by auditing documents.
11. Audit selected grants with Executive Director.

12. Maintain electronic accounting systems including setting up and documenting financial transactions.
13. Integrate foundation project management software (currently Community Suite) into the general ledger and United Way project management software (currently Donation Tracker) into Quickbooks.
14. Maintain accounting records and fixed asset listing in accordance with generally accepted accounting principles. Prepare asset, liability, and capital account entries. Prepare and process general ledger entries.
15. Complete bank transfers as needed. Reconcile monthly and quarterly bank and investment statements.
16. Monitor cash flow and assist MCCF Investment Committee in managing the Foundation's cash to maximize ROI.
17. Review cash disbursements (grant payouts, accounts payable) and transfers
18. Monitor investment performance, including returns, fees and asset allocations.
19. Monitor MCCF's and UWMC's public support status.
20. Verify all contributions to the Foundation insuring they are deposited with investment manager or financial institutions, credited to the proper funds, and administered according to the fund agreement and Foundation policies.
21. Prepare and/or monitor all tax filings, including personal property tax returns, IRS information forms, and payroll tax returns and liaison with payroll processing company
22. Assist in providing long-range financial forecasts for the Foundation to assist in the development of annual operating, capital, and grants budgets and submit to the Finance, Investment and Shared Services Committees for approval.
23. Monitor approved operating, capital, and grants budgets throughout the year reporting of funds to approved grants and reporting any variances.
24. Summarize current financial status by collecting information, preparing balance sheet, profit and loss statement, and other reports. Prepare and present accounting and financial reports to staff, MCCF/UWMC boards, and other publications.
25. Maintain professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks, and participating in professional societies.
26. Assist in review and evaluation of insurance coverage to ensure adequate coverage.
27. Participate with other staff in the planning, managing and execution of MCCF/UWMC events as requested.
28. Completes transfers between bank accounts when needed
29. Prepares and processes general ledger entries.
30. Completes quarterly Council on Foundations Investment Performance Survey.
31. Assist with other duties as requested.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS (KSAP's)

1. Demonstrated interpersonal skills necessary to deal tactfully and effectively with persons at all levels developing and maintaining productive relationships both inside and outside the organization.
2. Ability to work independently and in a team environment.
3. Ability to multi-task with attention to detail.
4. Proficiency in general office and administrative support equipment and machines.
5. Demonstrated organizational and time management skills.

SPECIAL REQUIREMENTS *(includes equipment, hours, 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.

Work Environment: This position typically works in an office setting with a controlled temperature environment.

Equipment: This position is required to maintain a working knowledge of all office equipment including personal computers and printers, telephone systems, copiers, etc.

Hours: This position typically works 20 hours per week. Typically, between the hours of 8:00-5:00 Monday through Friday. Hours may be adjusted as per the Executive Director during high production times or tight project deadlines.

Physical Demands: Must be able to sit for long periods of time. Must be able to stand, climb stairs, walk, lift, carry, bend, and stoop. Must be able to perform fine motor skills. Hearing and visual ability required to read handwritten and/or typed documents, computer screens, etc. and answer telephone calls. Must be able to lift and/or move up to 10 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.