



Accountant

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| Position: | Regular, Full-time, Exempt |
| Department: | Finance |
| Reports to: | Assistant Controller (direct) Controller (second-level) |
| Supervises: | N/A |

Summary:

The Accountant is responsible for reconciling various bank accounts, analyzing financial records, and posting, reviewing and verifying transactions and journal entries; processing daily gifts; preparing audit schedules and financial statements; monitoring state tax reporting; accounting for planned gift funds, life insurance and completing special projects as assigned. The accountant works collaboratively with the other members of the finance team to achieve the foundation's mission and vision.

Responsibilities and Expected Outcomes:

The responsibilities of this position may include but are not limited to the following:

Fund Accounting

- Process and post detailed financial transactions for all funds held at the trustee banks and financial institutions; analyze results to ensure their accuracy. Develop related financial reporting statements.
- Balance and reconcile TCF accounts to bank fund statements on a monthly basis.
- Analyze, record, and reconcile complex investment transactions on a monthly basis researching and resolving all exception transactions to ensure that the foundation's general ledger and donor advised statements correctly report the financial activity.
- Resolve accounting discrepancies in a timely, accurate manner.
- Monitor fund closing process



Gifts

- Prepare Gift Approval List and corresponding bank transmittal on a daily basis securing approval from advancement for gift entry.
- Record and post gifts on a daily basis communicating recorded gifts to advancement, finance, and records.
- Prepare security gift valuation sheets comparing the calculated average daily value to the bank/investment manager valuation for inclusion on the Gift Approval List.
- Download wire transfer gift receipts and properly assign the account and donor information for inclusion on the Gift Approval List.
- Calculate the gift and liability amounts for planned gifts.
- Process credit card and eCheck gifts and prepare monthly reimbursement request.
- Resolve gift related issued during the gift processing cycle balancing gifts to the general ledger on a quarterly basis.

Financial/ State Tax Reporting

- Prepare organizational fund and Supporting Organization financial ensuring the foundation's reporting agreements are satisfied as needed.
- Prepare state tax extensions and monitor tax returns for various states in which we are required to file annually.

Audit

- Prepare various books, ledgers, accounts and schedules for the annual audit.
- Prepare the various support for notes to the consolidated financial statement including, but not limited to, accounts receivable and alternative investments.
- Prepare and track audit confirms to support the annual financial statement audit.

Planned Gifts Accounting and Payment Tracking

- Reconcile all bank accounts related to the charitable gift annuity (CGA) and charitable remainder trust (CRT) funds.
- Track monthly/quarterly/annual payments made to annuitants to ensure payments are made timely and accurately.
- Work with the external tax return preparers and gift planning team to ensure that all tax related documents for the CGA, CRT and CLAT funds are filed timely.



Life Insurance

- Prepare annual confirmations of cash surrender value of life insurance and send to life insurance companies for all TCF policies.
- Track and maintain the return of confirmations.
- Update life insurance adjustment schedule.
- Prepare holdings adjustments and journal entries to complete the updating of the cash surrender value of life insurance annually.

Other General Support Functions

- Accounts payable.
- Grant disbursements.
- Check/cash deposits.
- Compile/review audit confirmations requested by various audit firms.
- Assist with special projects to facilitate continued improvement / process efficiency.
- Provide backup function as needed to maintain continuity of the Finance team's operations and controls.

Essential Qualifications, Credentials and Technical Skills required:

- Bachelor's degree in accounting /finance or related field with three years experience in fund accounting and familiarity with accounting standards for not-for-profits.
- Self-motivated with analytical thinking skills to identify, research, and resolve exceptions; and the ability to coordinate multiple projects simultaneously while managing day-to-day responsibilities.
- Strong systems knowledge and experience with an integrated operating system. Proficient in Excel, Outlook, and Word with demonstrated knowledge of working with financial software packages.
- Impeccable attention to detail as well as outstanding analytical, organizational, and problem solving skills.
- Outstanding communication skills and the ability to respond sensitively and patiently to staff inquiries in a timely manner.
- Self-direction; ability to work autonomously and collaboratively in a complex environment as part of a diverse team.
- Deadline driven with the ability to meet or exceed reporting requirements

**Application Process**

Starting salary for this position will be commensurate with the selected candidate's background and experience. The foundation offers an exceptional benefits package including medical, dental, vision, life and disability coverage, a comprehensive wellness program, a fully vested 403(b) retirement plan and three weeks of vacation the first year of service, prorated based on date of hire. **If you are interested in applying for this position, please submit your resume and cover letter at this [here](#) by November 19, 2021. We regret that we cannot respond personally to each applicant.**

Note: The Cleveland Foundation is currently working partially remote until such time a determination is made to safely return to the office on a regular basis.