



# Greater Tacoma Community Foundation

## Job Opening

Job Title: <b>Accountant</b>	Date Prepared: <b>November 2018</b>
Salary Range: <b>Depending on experience</b>	Department: <b>Finance/Accounting</b>
Position Reports to (Title): <b>Controller</b>	FLSA Status: <b>Exempt</b>
Roles that Reports to this position (Titles): <b>None</b>	

About Greater Tacoma Community Foundation: Created in 1981 by a group of nine caring and compassionate community members, The Greater Tacoma Community Foundation has grown from one gift of \$10,000 to a robust organization supporting thousands of nonprofits partners in the South Puget Sound. In our 35 years of operation we provided more than \$100 million in grants to the Pierce County community due in part to the generosity of our donors. The Foundation has helped hundreds of social entrepreneurs and nonprofit leaders reshape our community through arts and culture, basic needs services, education, after-school programs for youth, environmental initiatives, empowerment opportunities for women and girls, and much more. Our focus has and will be on making a measurable impact on key community issues through collaborative efforts that ensure our communities are able to fund their passions and carry out their dreams.

Our Team: We are a relatively small but mighty team of 19 professionals that are committed to delivering the highest quality philanthropic services for our donors and nonprofit partners. We believe our people talents are at the heart of creating meaningful community opportunities and results. Our values guide our decision-making and our strategies ensure we are intentional in maximizing our efforts to serve people with diverse ideas, cultures and backgrounds in meaningful ways. We believe if you look at community like a potluck, we are the kitchen table that brings everyone together and supports all of the dishes, which means we value people with open-hearts and open minds that can create a warm, inviting and transformational experience for all people. We envision our work creating a thriving Pierce County community.

Mission: Fostering generosity by connecting people who care with causes that matter, forever enriching our community.

Vision: The Greater Tacoma Community Foundation visualizes Pierce County as a vibrant, compassionate, and beautiful community where people and programs collaborate to provide personal, organizational, and environmental prosperity. The Community Foundation will be a leader in the development of this vision by providing expertise, innovation, and inspiration for community members to connect personal and family values with powerful long-term community impact through philanthropy.

Values: Innovation, Collaboration, Integrity and Community

**Job Purpose:** In 1-2 sentences, describe how this job/role impacts overall success at the Community Foundation.

This position is an integral member of the Finance team working directly with the Controller. The Accountant will perform the day-to-day accounting functions at GTCF participating in the gift receipt and grant issuing processes, while ensuring accurate and up to date records to support financial reports for use by internal and external stakeholders of the organization.

<b>Key Job Functions:</b>	<b>% of Time Spent on Function on an Annualized Basis</b>
1. Finance Team Support	70%
2. Annual Audit	10%
3. Benefits	10%
4. General Administrative Support	10%

### **Finance Team Support**

- Implement all accounting functions including payroll, accounts payable, gift receipts, and bank reconciliations
- All accounts payable functions with detailed attention to specific funds
- ACH payment processing
- Process grant and scholarship disbursements and refunds
- Ensure accurate records for vendors (collecting W-9s, preparing 1099s)
- Review and post gift entries, reconcile gifts to bank deposits & prepare weekly gift reports
- Maintain credit card processing system for recurring pledge payments
- Participate in account analysis and reconciliation
- Process payroll and maintain paid time off records
- Review and verify quarterly payroll tax return filings and payment by third party vendor
- Maintain files for invoices, gifts and payroll records
- Other accounting duties as needed

### **Annual Audit**

- Assist with work paper preparation
- Respond to auditor requests for documents and information

### **Benefits**

- Enroll employees and make changes to employee benefits participation through providers.
- Maintain files of employee benefit forms

### **General Administrative Support**

- Provide backup support to Office Manager for phones and greeting guests
- Provide support on special projects as needed

### **Skills Required/Experience**

- 5+ years of accounting experience
- Fund accounting experience preferred
- High level of accuracy and attention to detail

- Strong organizational skills
- Extensive experience with accounting and payroll software
- Moderate experience with database usage
- Proficiency in Microsoft Office applications (Word, Excel, PowerPoint and Outlook)
- Ability to interact with staff (at all levels) in a fast-paced environment
- Ability to communicate effectively with people of diverse personalities, cultures, and styles both orally and in writing

#### Working Conditions

GTCF offers many great benefits to its employees, including: a competitive salary; bonus pool opportunities; healthcare; generous retirement plan contributions; paid parking; paid vacation, holidays and sick time; continuing education opportunities; a fully-stocked kitchen with beverages and tasty snacks; and much more.

Greater Tacoma Community Foundation is an Equal Opportunity Employer

**Please send your resume and cover letter to [HR@GTCF.org](mailto:HR@GTCF.org)**