GULF COAST
COMMUNITY
FOUNDATION

Reports to: Senior Accountant
Status: Exempt

Job summary

The Staff Accountant is an essential member of the Finance and Accounting (FINA) team at Gulf Coast Community Foundation. Under the supervision of the Senior Accountant, the Staff Accountant performs essential financial duties. This role is responsible for accounts payable, payables for Gulf Coast initiatives and projects, credit card reconciliations, accounts receivable, gift processing and other cash receipts, and related daily financial entries and reconciliations. The Staff Accountant supports the team in optimizing financial operations.

Essential Duties and Responsibilities

Financial Data Management

- Perform accurate data entry and accounting, investigate data inconsistencies.
- Manage accounts payable, including invoice processing, confirming approvals, vendor setup and maintenance, W-9 management, invoices verification, and payment posting.
- Process cash deposits and receipts, and accounts receivable. Receive, process and acknowledge gifts received, including accounting entries, cash and non-cash gifts, and related tax letters.
- Reconcile credit card statements and maintain detailed records.
- Record journal entries and process account reconciliations.
- Assist in reconciling cash and investments
- Provide backup for Finance Assistant duties when on PTO
- Provide backup support and team collaboration as needed, including tasks for the new ERP conversion.

Compliance Reporting

- Ensure compliance with requirements for gifts and donations.
- Assist with the preparation of audit and Form 990 work papers and other financial reporting.
- Monitor variances between the operating budget and expenditure coding. Escalate issues as needed.

Process Optimization

- Collaborate with the FINA team to define and document accounting policies and procedures.
- Leverage technology to automate and streamline financial tasks.
- Research and recommend technologies or tools to enhance efficiency and end-user experience.
- Contribute to team efforts by accomplishing related tasks as needed.

Stakeholder Relations

- Collaborate cross-functionally to understand the needs of internal stakeholders, such as program managers and development staff, and provide guidance and support to colleagues.
- Act as a liaison between the FINA team and other teams, fostering clear communication and facilitating the flow of financial information.

Required Education and Experience

- Bachelor's degree or higher in Accounting
- 5 or more years of experience in an accounting
- Proficiency in Microsoft Excel and other productivity software.
- Strong analytical and problem-solving skills to identify and resolve discrepancies.
- Excellent organizational, communication, and interpersonal skills.
- Demonstrated ability to work independently and prioritize tasks.
- Commitment to maintaining confidentiality of financial information.
- Strong attention to detail and ability to ensure data accuracy.
- Proven technical aptitude and willingness to learn new systems.
- Collaborative approach to working with cross-functional teams.

Preferred Qualifications

- Certified Public Accountant (CPA)
- Experience with accounting software and/or financial management systems.
- Knowledge of non-profit accounting principles and best practices.
- Familiarity with relevant federal, state, and local regulations.
- Passion for continuous process improvement and automation.
- Experience in stakeholder management and cross-functional collaboration.
- Understanding of compliance requirements in a non-profit setting.
- Demonstrated success in implementing efficiency-enhancing tools or processes.
- Experience preparing audit workpapers or assisting with financial audits.
- Ability to explain financial concepts to non-financial stakeholders.

General Physical Requirements

- Sedentary work: exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently to move, transport, position, install or remove objects weighing up to 10 pounds across office or various outdoor locations.
- Sedentary work involves remaining in a stationary position most of the time. Occasional moving about and maneuvering objects. Occasionally moves items weighing up to 10 pounds, exerting over 10 pounds of force. Recurrent repetitive motion (such as typing) is involved in performing this role.

Working Conditions

- This is a hybrid position, with the expectation of at least 2 days per month working on-site. The supervisor retains the right to modify this hybrid structure based on organizational, departmental, or role-specific needs.
- The employee is not substantially exposed to adverse environmental conditions.
- Events may take place off-site and may necessitate exposure to weather elements.
- Ability to work remotely and from multiple locations as needed.

Disclaimer

The employee must be able to perform the essential functions of the position satisfactorily and, if requested, reasonable accommodations will be made to enable employees with disabilities to perform the essential functions of their job, absent undue hardship for the employer.

Acknowledgement

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the Employer reserves the right to revise the functions and duties of the job or to request that additional or different tasks be performed as directed by the Employer. I understand that the responsibilities of this position may occasionally require extended hours beyond the standard 40-hour workweek, as well as flexibility in scheduling that could include different shifts or work outside typical business hours. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the Employer has a similar right.

Employee Name:_____

Signature:_____ Date: _____

I have reviewed the job description with the employee.

Supervisor Name: _____

Signature:_____ Date: _____