

CENTRAL NEW YORK COMMUNITY FOUNDATION
431 E. Fayette Street, Suite 100
Syracuse, New York 13202
315-422-9538
www.cnycf.org

Job Description

TITLE: Accountant
REPORTS TO: Controller
STATUS: Regular, Full-Time, Exempt

POSITION DESCRIPTION: The Accountant for the Central New York Community Foundation (“CNYCF”) is responsible for working inter-departmentally to maintain the accuracy of accounting systems as they relate to the various fund types held at CNYCF. The position is highly process oriented – requiring an individual who can prioritize and multi-task, while maintaining a high level of customer service. It also requires an individual who can identify and offer solutions to isolated and systemic problems.

MAJOR RESPONSIBILITIES:

- Ensure accuracy between accounting software, grants management software, and financial statements by performing timely reconciliations and journal entries for processes including but not limited to:
 - Deferred gift funds
 - Separately managed investments
 - Various bank accounts
 - Corporate credit card
 - Tenant rent receivables
- Assist Controller in month end closing tasks.
- Process incoming checks, such as contributions, grants and other payments, ensure they are coded to the proper fund. Troubleshoot issues with remote deposit, credit card processing, and online bank portal.
- Prepare audit schedules for CNYCF's year-end financial audit and preparation of 990 as needed. Prepare quarterly reports on granting activities for Board review.
- Manage Say Yes to Education program distributions and external compliance reporting to New York State.
- Perform annual calculation of spending amounts from endowment funds and communicate such to staff.
- Administration of deferred gift funds including:
 - Calculation of annual payment amounts
 - Disbursement of approved payments
 - Preparation of materials for and review of annual tax return
- Communicate regularly with all departments on donor activities, reporting needs, issues and concerns.
- Provide research and analysis on other projects as requested by the Leadership Team and other staff. As needed, provide backup assistance to Finance staff.
- Analyze, recommend, write and implement changes to policies and procedures related to department workflow and job functions.
- Attend Finance and Audit committee meetings; compose meeting minutes
- As appropriate, work as a member of interdepartmental teams to ensure effective and efficient CNYCF operations. At all times, demonstrate cooperative behavior with supervisors and coworkers. Other duties as assigned, dependent on organizational needs and employee skills.

PREFERRED QUALIFICATIONS:

- Deep interest in and commitment to philanthropy and the work of the Community Foundation, with a demonstrated commitment to the Central New York area, its people and their concerns
- Minimum of 3-5 years of related work experience required, preferably working in an accounting position.
- Minimum of Bachelor's Degree in accounting or equivalent.
- Computer proficiency including knowledge of Microsoft Office (preferably with an intermediate knowledge of Microsoft Excel), and a willingness to learn all appropriate Community Foundation software
- Superior customer service skills to external and internal constituents. Excellent listening skills, follow through and problem-solving abilities.
- Excellent interpersonal, verbal and written communication skills.
- Excellent organizational skills and attention to detail. Ability to prioritize work effectively and adjust to multiple demands.
- Highly motivated, with the ability to work independently, take initiative, participate as an effective team member and follow tasks through to completion.

TIME REQUIREMENT: This is a full-time, exempt position requiring 37.5 hours per week. Work hours are 8:30 a.m. to 4:30 p.m. with some flexibility. Tuesdays through Thursdays are designated in-office days. Staff that choose to work a hybrid work schedule may choose to do so on Mondays and/or Fridays, dependent on management approval.

SALARY & BENEFITS: The salary range for this position is \$60,000 – \$70,000. Employee benefits include health insurance, annual vacation and sick days, twelve paid holidays, term life insurance, additional disability insurance, parking, 401(k) retirement savings program with employer contribution and match, optional flex spending accounts for medical or dependent care expenses and other benefits as outlined in the employee handbook.

HOW TO APPLY: Please send a letter of interest and resume to careers@cnycf.org. Applications will be accepted until the position is filled.