



SACRAMENTO REGION  
COMMUNITY  
FOUNDATION

## **Senior Accountant Job Description**

*The Sacramento Region Community Foundation, a nonprofit 501c3 organization, serves as a leader and trusted partner in expanding philanthropy and enhancing its impact in our community. We connect donors to causes they care about, create personalized philanthropic funds, and guide charitable giving to create meaningful change in our community.*

The Senior Accountant records transactions in the financial records of the community foundation using FIMS, the fund accounting software, to track activity in the individual funds. Duties include:

### **Data Entry and Activity Processing**

- Record gifts and other cash receipts, including credit card and stock gifts; export acknowledgement letters.
- Cash calls to replenish cash balances and collection of administrative fees.
- Process all accounts payable activity (scholarships, grants & general A/P) including verifying and entering invoices, preparing check runs and fielding vendor inquiries.
- Process interfund gifts and transfers.
- Process wire transfer of funds between bank and investment accounts.
- Monitor daily cash balances, update and monitor positive pay and stop payments.

### **Investments**

- Cash moves for investments.
- Record and reconcile monthly investment earnings (pools, CGAs, CRTs) with FIMS.

### **Reporting**

- Prepare quarterly fund statements and detail support.
- Report monthly gift and grant activity for the Board of Directors, including creation/maintenance of various dashboard graphs.
- Miscellaneous specific fund reporting requested by CEO or Board.
- Prepare W-9's and prepare annual 1099's.
- Report contractor information to the EDD.

### **General Ledger Maintenance**

- Prepare and post journal entries including cash calls, pre-pays, depreciation and other asset/liability accounts.
- Assist with the annual audit and provide support schedules/reports.
- Reconcile pledges and other receivables.
- Reconcile monthly bank accounts and book activity in the G/L.
- Monitor activity and reconcile other G/L accounts.

### **Other Duties**

- Transcribe finance, audit and investment committees meeting minutes.
- Assist with implementing sound internal controls and best practices.
- Answer incoming calls as necessary.
- Act as primary staff person to manage all issues related to the server. Act as main contact with IT firm.
- Manage all updates to MicroEdge (FIMS) software and problem-solve with technical support to resolve issues as needed.
- Ad-hoc reporting for a variety of funds.
- Filing and scanning finance related documents.
- Provide support to CFO and Controller and perform additional duties as requested.

### **Qualifications**

- Bachelors degree in accounting or equivalent
- 3 or more years experience in Accounts Payable
- 4 or more years experience in General Ledger
- Excellent computer skills, including Excel and Word
- Non-profit experience preferred and/or interest in working in the non-profit field
- Fund accounting a plus
- Excellent communications skills
- Ability to work in a changing environment
- Detail oriented
- Willingness to learn and grow in responsibility

Compensation DOE - please email your salary requirements along with your resume and cover letter to [jim@sacregcf.org](mailto:jim@sacregcf.org).

The Sacramento Region Community Foundation is an equal opportunity employer.