Title: Senior Accountant  
Reports to: Chief Financial Officer (CFO)  
Prepared Date: February 2022  
Approved By: Cali Brooks, President/CEO

Adirondack Foundation is a highly professional, energetic nonprofit dedicated to building stronger communities and a better quality of life for all residents in the Adirondack region. Since 1997, Adirondack Foundation has managed a growing collection of charitable funds created by individuals, families and businesses. Each year, the foundation distributes over $5 million through grants and scholarships for programs in the arts & culture, basic needs, education, community vitality and the environment helping thousands of donors achieve their philanthropic goals and hundreds of nonprofits carry on their good work. Adirondack Foundation, a 501(c)(3) organization, is governed by a dedicated Board of Trustees and managed by an experienced professional staff. It has $90 million under management, 260 funds and a staff of ten dedicated professionals. We are an organization that embraces a culture of high performance, transparency, and flexibility. The staff all participates in some form of professional development on an ongoing basis and works cooperatively as a team, respectful of each other, the volunteer board that guides our work and the donors and nonprofits with whom we work.

The position will be responsible for performing daily, monthly, quarterly and annual accounting duties, in support of the CFO and financial reporting requirements of Adirondack Foundation. The successful candidate will be familiar with use of computer software, be detail oriented and possess excellent communications skills necessary to be a key team player within the Foundation. We’re a growing organization and are looking for a passionate individual to join our organization and enhance our ability to serve our community.

**PRIMARY RESPONSIBILITIES**

**Financial Accounting & Reporting**

- Daily prepare gift batches for processing, and process non-cash gifts as needed. Prepare deposit.
- Retrieve stock transaction information, value, and add to deposit file for processing.
- Weekly prepare accounts payable batch for disbursement. Verify and post bi-weekly donor advised grant payments, competitive and designated grants.
• Monthly prepare routine journal entries and assist in month-end closing. Do periodic account analysis, to identify adjusting entries.
• Prepare all bank account reconciliations, and assist with investment summary reconciliation for monthly closing
• Prepare financial statements for review by CFO
• Prepare Audit and Finance Committee meeting materials for review by CFO, prepare meeting minutes
• Occasionally prepare financial analysis and financial statement reporting for various stakeholders.
• Assist with preparation and review of information needed for the annual report

Budget
• Annually assist with budget preparation. Prepare actual to budget reports for current activity.
• Enter budget in GL to allow for comparison reporting
• Monitor operating expenditures against budget and provide analysis of variances.

Cash Management
• Maintain cash flow schedules to allow real-time cash balances for ongoing cash requirements.
• Manage Positive Pay activity
• Monitor ACH activity and initiate related journal entries to record the activity

Funds Management
• Add new funds using fund agreements, change funds based on fund amendments, and ensure all closing processes are performed on closed funds.
• Calculate and record administrative fees on funds
• Process and review quarterly fund statements and respond to audit confirmation requests for Organization Funds.
• Annually calculate and share spending allocations from permanent funds using the spending policy established by the board

Human Resources
• Maintain Employees in payroll system; set up new; inactivate terminated; make changes to individual deductions as directed
• Process semi-monthly payroll; including quarterly and annual wage reporting, including EFTPS, NYS IT; Unemployment; Disability, and Workers Compensation Audit
• The role may expand as time allows for working with CFO in maintaining and administering employee benefit programs.

Annual Audit & Tax Returns
• Assist in the preparation of year-end audit schedules for review, and upload to auditor portal.
• Monitor tax developments and FASB changes pertinent to community foundations
OTHER RESPONSIBILITIES

- Update internal accounting procedures
- Create and implement process improvements
- Assist other staff as needed
- Other duties as required or assigned
- Occasional attendance at Foundation events outside work hours
- Participate in affinity groups as appropriate
- Adhere to employee handbook regarding professional conduct

Education/Experience: Associates Degree with minimum of 5 years’ experience required, Bachelor’s Degree with minimum of two years’ experience preferred.

Skills: In-depth understanding and experience using a computerized General Ledger and Accounts Payable system, and broad understanding of GAAP accounting principles is necessary. Fully proficient in use of Microsoft Excel and Word. Ability to effectively communicate with colleagues within and outside the organization. Willingness to make a commitment to the local community and embrace cultural competency. Use a solution driven approach to problem solving.

Physical Demands
While performing the duties of this job, the employee is regularly required to talk or hear. Required to sit or stand for long periods and required to stand; walk; climb stairs; balance; bend; stretch; twist; reach with hands and arms; sit; use hands to finger, handle, or feel; and stoop, kneel, or crouch. The employee must occasionally lift, pull and/or move up to twenty pounds. Specific vision abilities required by this job include close vision and distance vision. Continuous repetitive motions.

Work Environment
This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, and filing cabinets.

Position Type/Expected Hours of Work/Location/Travel
This is a full time, exempt position, limited travel required.

Benefits
Health, dental, vision and life insurance; retirement.

How to Apply
Please send cover letter, resume, and three professional references via email to info@adkfoundation.org by COB Monday, February 28, and use the position title as the subject line.

The Adirondack Foundation is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.