Community Foundation of Sarasota County
Job Profile

Title: Staff Accountant-Gifts
Date: 9/15/23
Reports to: Accounting Manager
Supervises: NA
Status: Exempt

Purpose:
The primary function of this role is to prepare and maintain financial records and reports, including processing and tracking the Foundation's monetary gifts/donations, along with a variety of accounting tasks.

Responsibilities:
1. Review and process in accounting software daily donations received via mail, credit card or ACH/Wire.
2. Prepare gift acknowledgement letters to donors.
3. Prepare weekly and monthly reports including Gift History, Fund Activity for funds requiring detailed reports, and other reports as needed.
4. As needed, process grants and scholarships, including due diligence, data entry, scanning, mailing grant and scholarship award checks and notifications to donors.
5. Provide back up support for Accounts Payable.
6. Be an integral part of our annual Season of Sharing gift processing team.
7. Collaborate with other departments to resolve gift issues.
8. Assist in the preparation of documents required to complete the annual financial statement audit and tax returns.
9. Perform additional accounting-related tasks as needed, including periodically being called upon to provide backup phone support.

Qualifications:
1. Associate's degree in accounting or related field required. OR at least 3 years of accounting and/or audit experience along with education.
2. Knowledge of general financial accounting and fund accounting
3. Understanding of and ability to adhere to generally accepted accounting principles
4. Analytical and detailed oriented; able to work effectively with minimal supervision.
5. Excellent verbal & written communication skills.
6. Excellent organizational/time management and attention to detail skills.
7. Proficient with Microsoft Suite.
8. Prior nonprofit experience and/or knowledge of a community foundation-specific database system a plus.
9. Comfortable with technology and able to self-support for basic computer and network problems; using appropriate judgment when escalating issues.