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## OUR MISSION

Since 1997, the Catholic Community Foundation's mission has been to financially support the spiritual, educational, and social needs of this local Catholic Community. With \$350 million in assets, we distributed approximately \$14 million in grants last year to parishes, schools, other Catholic organizations, and many other nonprofits organizations who service our community. Staged for growth, this PT Staff Accountant position is an addition to current staff.

## POSITION DESCRIPTION

### I. IDENTIFYING INFORMATION

Position Title: Staff Accountant

Part Time - Approximately 20 Hours/Week

Supervisor's Position Title: Assistant Controller

Date: September 2018

### II. PRIMARY OBJECTIVE OF THIS POSITION

The Staff Accountant is responsible for many of the daily/weekly financial functions of the Foundation, as well as assisting in the monthly, quarterly, and year end close processes and annual audit. These functions include maintenance of the general ledger and many fund accounts, including the processing of accounts payable, staff expenses, agency withdrawals and grants and account reconciliations. This position supports the Finance, Grants and other Foundation staff, as needed.

### III. POSITION CONTENT

#### A. MAJOR POSITION RESPONSIBILITIES

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Assist in maintaining the general ledger/FIMS system, including processing accounts payable, investment activity, and other general journal entries	25
Assist in the maintenance of Donor Central, prepare monthly/quarterly fund statements	10
Assist in the administration of fund management and processing of all investment and administrative fees	25
Assist in the monthly/quarterly/annual close process, including the	15

preparation of reconciliations and various financial reports	
Assist in facilitating the grant-making process and provide support, as needed, to the Grants Manager	5
Assist with preparation for annual external financial audit	5
Assist with annual budget preparation	5
Support the Assistant Controller, VP of Finance/Administration and the Development team with special projects or activities, as needed	10

## **B. DETAILED DUTIES AND RESPONSIBILITIES**

### **Weekly:**

- Create and post weekly journal entries, as required
- Bank Reconciliation – Update with daily activity
- Perform asset Rebalance function for transfers to Investments
- Input fund information for cash needs on grants and misc. transfers
- Agency Withdrawals
  - Set up and maintain ACH path for parish and institutional withdrawals
  - Process withdrawal requests
- Accounts Payable, process vendor invoices and payments

### **Monthly:**

- Create and post monthly journal entries, as required
- Process all monthly investment reports (e.g. all pools, annuities, trusts, misc. trust and investments), reconcile and enter in FACTS
- Process mineral rights transactions
- Process Foundation credit card statement and transactions

### **Other:**

- DonorCentral (online Donor Portal):
  - Add new participants to DonorCentral
  - Provide Donor/Constituent helpdesk support
- Quarterly Fund Statements Mailing
- Create Historical fund information
- Annual External Financial Audit:
  - Prepare and process audit confirmations (Insurance, investments, bank, agencies/BE funds)
  - Create or update audit support workpapers
  - Gather auditor requested information
- Process annual 1099 filings
- Budget entry in FIMS
- Support the Senior Accountant, Grants Manager, Assistant Controller, VP of Finance/Administration and Development team with special projects or activities, as needed.

## **C. EDUCATION, SKILLS, KNOWLEDGE &/OR ABILITIES**

- Bachelor's degree in Accounting or related field, or the equivalent in experience

- One to two years accounting experience, preferably Foundation or non-profit
- A commitment to the mission of the Catholic Community Foundation
- Excellent written and oral communications skills
- Excellent organizational, analytical and problem solving skills
- Excellent attention to detail and ability to multi-task under deadlines
- Proficiency required in Microsoft Office Suite, Excel and Word
- Experience with FIMS, Blackbaud Foundation Software a plus

**To Apply:**

Please send a cover letter, resume, salary requirements and references to the attention of Natalie Posteuca, Assistant Controller, [posteuca@ccf-mn.org](mailto:posteuca@ccf-mn.org), Catholic Community Foundation, Court West Suite 500, 2610 University Avenue West, St. Paul, MN 55114. No phone calls please. The Catholic Community Foundation is an equal opportunity employer.