

## Senior Accountant: Transactions, Systems and General Ledger

**Department:** Finance

**Reports to:** Chief Financial Officer

### About East Bay Community Foundation

Founded in 1928 and supported by over 400 local donors, the East Bay Community Foundation (EBCF) partners with fundholders, social movements, and the community to eliminate structural barriers, advance racial equity, and transform political, social, and economic outcomes for all who call the East Bay home. The Foundation is committed to advancing a Just East Bay; where all members of our community are treated fairly; resulting in equitable opportunity and outcomes for all.

Today, EBCF manages over \$800 million in community-based assets and offers charitable tools, funds, and investment options to enable donors to give smartly. For more information, visit <http://www.ebcf.org>.

### About the Position

EBCF seeks an experienced Senior Accountant who is excited by the opportunity to take our accounting function to the next level, is able to work well both independently and collaboratively and has exceptional attention to detail. This person will generate, maintain, and review accounting records, and support special projects including the implementation of new processes, procedures and systems. The Senior Accountant should be comfortable working in a dynamic environment that is experiencing change and growth.

### Core Responsibilities

#### Accounts Payable, Expenses & Disbursements

- Manage EBCF's Accounts Payable (AP), including processing timely ACH, wire, credit card and check payments, collaborating with the grants management team, and auditing expense reports. Completing tasks in line with daily deadlines is key
- Maintain accurate and complete record of EBCF's executed contracts with vendors
- Maintain and continuously improve upon processes and scalable financial systems to support timely, effective and efficient AP & disbursement processing
- Prepare 1099's annually

#### Accounts Receivable, Revenue & Receipts

- Manage EBCF's Accounts Receivable (AR), including processing timely ACH, wire, credit card and check deposits, collaborating with the donor services team and Controller/Senior Accountants to ensure revenue coding entered into FIMS is accurate. Completing tasks in line with daily deadlines is key
  - Manage the stock donations log to ensure accurate and complete information is gathered on all donations. Work with the Controller to ensure stocks are liquidated timely. Work with banks and DSAS to identify donors timely
-

---

## EAST BAY COMMUNITY FOUNDATION

- Monthly, reconcile PayPal account, and prepare corresponding financial reports.
- At least monthly, maintain the bookkeeping for the Conference Center; managing deposits and room rental payments by way of QuickBooks and Financial Information Management System (FIMS)

### Treasury

- Produce and distribute daily notification of operating bank balance
- Track cash management and inform Controller when there is a risk of overdraft

### Ongoing Support

- Distribute mail daily to finance staff
- Assist with other clerical duties, including photocopying, scanning, and filing, supporting the movement toward a paperless work environment
- Monthly and quarterly, as appropriate, reconcile less complex general ledger accounts
- Cross train on duties performed by senior accountants to serve as a back-up
- Work with consultant to improve relevant FIMS reporting
- Assist with the implementation and maintenance of investment analysis tools and/or other relevant financial systems
- Assist Controller & CFO on special inquiries or projects

### Qualifications

- B.A degree in accounting or related field; five years or more of related experience and/or training; or equivalent combination of education and experience.

### Additional Requirements:

- Interest and commitment to the Foundation's mission and community service and justice.
  - Hands-on experience with accounts payable/cash disbursements and cash receipts, and quick to learn different automated financial systems.
  - Advanced Excel skills and knowledge of Microsoft Word.
  - Knowledge of QuickBooks Nonprofit Edition (2015 and beyond).
  - Detail oriented, excellent data review and processing skills, and motivated by working with systems.
  - Self-starter and motivated team player; ability to manage time, meet deadlines, work well independently and collaboratively and set priorities in a fast-paced, multi-task environment.
  - Comfortable working in a dynamic organization and helping implement changes
-

---

## EAST BAY COMMUNITY FOUNDATION

- Strong verbal and written communication and interpersonal skills.
- Non-profit experience preferred
- Familiarity working with FIMS or at a Community Foundation is a plus.

### Compensation

This position offers competitive compensation and excellent benefits, in line with the field of philanthropy.

### How to Apply

To apply, please email a cover letter and resume to [jobs@eastbaycf.org](mailto:jobs@eastbaycf.org). Please use the subject line: **EBCF Sr. Accountant Application**. Submission via one combined PDF or Microsoft Word file is preferred. Resume review begins immediately.

*The East Bay Community Foundation does not discriminate in employment opportunities or practices on the basis of race, ethnicity, religion, national origin, age, sex, sexual orientation, marital status, disability, or any other characteristic protected by law and is an employment-at-will company. EBCF is an equal-opportunity employer. People of diverse backgrounds are strongly encouraged to apply.*