



**VISION:** A thriving region where all individuals and families have the opportunity to succeed.

The mission of the Community Foundation is to make the Richmond region a better place through bold solutions and inspired philanthropy. Today, we manage more than 1,300 charitable funds with assets exceeding several billion dollars and growing. In 2021, we deployed more than 6,000 grants totaling over \$91 million. The Foundation also supports the activities of 12 other charitable foundations and organizations that have chosen to fulfill their charitable legacy in partnership with us. *Together we do more good!*

As a part of the Community Foundation, you have a chance to use your skills and experience to create positive, long-lasting change for our region; while maintaining a healthy balance between personal and professional endeavors. We offer competitive benefits, flexibility in schedule and partial telework, half-days on Fridays, a collaborative culture, and mission-centered work.

To learn more about our vision and mission, please visit [cfrichmond.org/About/Our-Story](https://cfrichmond.org/About/Our-Story).

**TITLE:** Senior Accounting Analyst

**REPORTS TO:** Vice President, Finance & Controller

**POSITION DESCRIPTION:** The Senior Accounting Analyst position is an integral part of the Finance team and will play a key role in the day-to-day financial operations of the Foundation and its related foundations and organizations. The Senior Accounting Analyst is responsible for ensuring timely and accurate financial reporting, working with our related foundations and organizations, developing and improving internal processes, and general accounting duties. This is a Full-Time, Exempt position.

**PRIMARY DUTIES AND RESPONSIBILITIES:**

- Performs in-depth financial analyses of core business operations and processes; analyzes and organizes financial data for decision making.
- Performs all tasks associated with the general ledger for the Foundation and related foundations and organizations, including entering or reviewing monthly journal entries, producing financial statements, and bank and investment reconciliations.
- Prepares quarterly financial statements for the Foundation and related foundations and organizations.
- Leads the annual audit process, including preparation or review of audit schedules, and documentation of processes procedures, systems, and controls.
- Assists with annual tax return and related filings.

- Recommends and implements process improvements; updates all necessary policy and procedure documents.
- Leads all charitable fund-related activities, including fund letter review, coding, fielding questions, proper recording of fund balances, review of gift and grant transactions, and calculation annual spendable amounts for endowed funds.
- Prepares the weekly electronic payment file for all Foundation and related organization grant and operating expenses.
- Other duties as assigned.

#### **QUALIFICATIONS:**

- Minimum of a bachelor's degree in Accounting or Finance is required, CPA or CPA candidate preferred.
- A minimum of five to ten years of related work experience with progressive responsibility in financial or accounting operations and demonstrated ability to analyze and compile complex data for planning and decision making.
- Knowledge of Generally Accepted Accounting Principles (GAAP); experience in auditing and nonprofits a plus.
- A team player with a positive attitude.
- Strong project management and organization skills; experience effectively managing multiple projects across different internal and external stakeholders to drive results.
- Comfortable working in and thriving in a fast-paced environment.
- Ability to communicate clearly with diverse stakeholders and explain complex concepts succinctly.
- A deep sense of integrity, humility, professionalism, and commitment to creating a positive culture within the organization.
- Excellent written and oral communication and documentation skills; exceptional attention to detail and accuracy.
- Protects sensitive and confidential information.

*Don't meet every single requirement? We are dedicated to building a diverse, inclusive, and authentic workplace, so if you're excited about this role but your experience doesn't align perfectly with every qualification, we encourage you to apply anyways. You may be the right candidate for this or other roles.*