

**ARKANSAS COMMUNITY FOUNDATION
JOB DESCRIPTION**

Job Title: Accountant

Employed By: President

Immediate Supervisors: Finance Director and Senior Accountant

Status: Exempt full-time employee

Purpose: To provide assistance in areas of Finance and Operations with specified tasks

Accounting Responsibilities

- Process accounts and grants payable, daily gifts and receipts, and general ledger entries through iPhi software, accurately and in a timely manner
- Prepare internal and external reports for management and others
- Process and coordinate mailing of quarterly fund statements
- Prepare schedules for the annual audit and tax returns
- Perform other duties as assigned by management

Administrative Responsibilities

- Assist with questions from other staff members
- Respond to donor inquiries in a professional and timely manner
- Assist with filing and records retention
- Assist with answering ARCF phones when needed
- Perform other job-related duties as assigned by Finance Director

Qualifications and Skills

- College degree in Accounting and two years' experience in a similar position
- Strong experience with general ledger reconciliations
- Proficient with accounting software packages
- Proficient with MS Excel and MS Word
- High level of discretion with confidential information
- Exceptional organizational and multi-tasking skills
- Effective judgment and capability to work independently based on directives
- Ability to meet deadlines
- Customer service oriented
- Must be self motivated and have the ability to work with others in a team setting
- Experience with not- for-profit or fund accounting, auditing or tax return preparation a plus