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