



NEW HAMPSHIRE CHARITABLE FOUNDATION

Senior Accountant

Date of Last Revision: 7-14-2022

Title Group: Accountant • provides financial and accounting support
• has no responsibilities for performance management of staff

Department: Finance

Reports To: Controller

Status: Full-time | Exempt

Position Summary

Primarily Advances Goal III of our strategic plan “Together We Thrive”: Advancing equity and racial justice by aligning our operations.

The Senior Accountant provides financial and accounting support to the Foundation. Assists in ensuring accurate reporting and appropriate internal control procedures as required by law, generally accepted accounting principles (GAAP), donors, and the Board of Directors. The Senior Accountant is the primary point of contact for general accounting inquiries, helps to maintain the integrity of the financial reporting system, completes internal and external financial reporting requirements, performs routine accounting department functions, and works closely with other accounting staff.

Essential Job Functions and Responsibilities

- Performs reconciliations of complex accounts including certain investment pools, specially invested assets, and deferred gifts
- Responsible for preparation of annual operating budget, quarterly budget reforecast and monitoring budget to actual variances; prepares and monitors capital budget. Presents operating and capital budget to Senior Leadership team and Audit & Finance Committee
- Reconciles the checking account monthly; ensures the posting of all activity to the general ledger; transfers cash between bank accounts as needed
- Oversees and prepares general ledger expense allocations, account reconciliations, and journal entries; includes compliance with internal controls
- Responsible for nonprofit loan program; preparing documents, tracking payments, journal entries and reconciliations
- Responsible for quarterly grant accounting for fiscal agencies and grants received, including revenue recognition and unearned contribution calculations
- Accounts for plant, property and equipment, including capitalization and depreciation of assets and reconciliation of accounts
- Researches, prepares analysis, and responds to internal and external donor service inquiries
- Provides back-up to other Finance staff including payroll and benefits coverage, cash receipts, processing contributions, and admin payables, and grant entry
- Assists the Controller in preparation of materials for Board presentation
- Prepares workpapers for the annual external audit and tax form 990
- Assists with researching and implementing FASB, GAAP, and other Tax and Accounting regulations, changes, or procedures as needed

Other

- Performs other duties as assigned

Essential Knowledge, Skills, and Attributes

- Knowledge of Generally Accepted Accounting Principles, internal controls, and other regulations that apply to the non-profit industry, including ability to work within established internal controls
- Ability to work accurately, efficiently, and independently as well as ability to work effectively with teams; attention to detail is essential
- Ability to initiate projects and develop solutions including improvements to effectiveness and efficiency of operations
- Ability to handle sensitive and confidential information with discretion and judgment
- Effective interpersonal skills, enabling work with a wide variety of internal and external customers; demonstrated high level of communication and diplomacy
- Ability to work comfortably in a fast-paced environment and meet established deadlines
- Ability to organize and prioritize multiple tasks and projects

Job Characteristics

- Shared office environment based in Concord, NH
- May require long periods of time at a computer
- Night or weekend work may be required
- Travel around the state occasionally may be necessary

Essential Qualifications

- A combination of education and experience equivalent to the needs of the role with a preference for someone with a degree in Accounting or related field, and a minimum of three to five years related public or nonprofit accounting experience
- Strong computer skills, including MS Office products, Internet, and accounting database applications; experience in Blackbaud's Financial Edge software useful
- Valid driver's license

Organizational Life

- Participates in the Foundation's organizational life, including department management, improvement teams, and events as required
- Positively demonstrates the values and contributes to the culture of the Foundation
- Demonstrates a commitment to community and the well-being of New Hampshire
- Interacts professionally with other employees and external stakeholders
- Works effectively as a team contributor on all assignments
- Follows all company policies and procedures, as well as all local, state and federal laws concerning employment
- Contributes to a safe and productive environment

Essential job functions and requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position. This job description is general and may evolve over time. The description is subject to periodic updating. At management's discretion, the employee may be assigned different and/or additional duties or responsibilities.