



Career Opportunity

Title: Foundation Accountant

ORGANIZATIONAL BACKGROUND

- The North Dakota Community Foundation is a statewide, charitable, nonprofit, publicly supported, nonsectarian philanthropic institution. The North Dakota Community Foundation currently manages over \$70 million in charitable assets. The North Dakota Community Foundation works throughout North Dakota to improve the quality of life for North Dakota's citizens through charitable giving and promoting philanthropy. Learn more about what we do at ndcf.net.
- The North Dakota Community Foundation (NDCF) has grown substantially in recent years and will continue to experience growth and organizational change going forward. The Foundation Accountant plays a key role in implementing administrative systems that support the mission and growth of the North Dakota Community Foundation.
- The Foundation offers a great work life balance and is committed to career growth and promoting continuing education.
- The Foundation provides competitive compensation as well as an excellent comprehensive benefits package including retirement, medical, vision, dental, generous sick and vacation time, and life and disability insurance.

Job Description

- The Foundation Accountant is a key member of the North Dakota Community Foundation's staff and is responsible for the accounting, financial reporting, records management, and general business administration functions.
- This is a permanent full-time position in Bismarck, ND working in a typical office environment.
- This position reports to the President & CEO

Duties of this position include, but are not limited to the following:

- Prepare, examine and analyze accounting records, financial statements, and other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards
- Enter data, balance, and maintain the Foundation's accounting system (Foundation Information Management Systems-FIMS)
- Process and account for daily financial activity
- Process accounts payable invoices and payroll
- Reconcile bank accounts
- Record activity and reconcile investment pool accounts monthly
- Perform periodic account analysis and reconciliation
- Prepare internal reports and assist in the budgeting process

- Assist preparation of the annual form 990
- Prepare schedules in preparation for the annual certified financial audit
- Assist with managing the aspects of Human Resources/Personnel functions such as maintaining personnel files, orienting new employees, obtaining and/or completing all personnel-related documents, monitoring staff absences, processing payroll, administering benefits, and monitoring compliance with local, State and Federal labor and employment laws.
- Process daily donations (duty split with office manager)
- Ensure security, integrity and confidentiality of all data
- Oversee and adhere to office policies and procedures
- Implement procedural and policy changes to improve operational efficiency
- Analyze and monitor internal processes
- Cross-train with the office manager on duties performed by both positions
- Help to maintain a safe and secure working environment
- Other duties and special projects as assigned

QUALIFICATIONS

- Must be able to maintain the highest level of integrity and meet bonding standards
- Must be proficient with Word, Excel, & Outlook. Including processing mailmerges and some advanced excel functions (vlookups & sumif)
- Must have an in-depth knowledge and understanding of accounting processes and their impact on financial statements
- Must have strong organizational & technical skills with attention to detail and accuracy
- Must have strong written and oral communication skills
- Bachelor/Associate Accounting Degree required, CPA preferred
- Experience in financial statement preparation a plus
- Accounting experience in the not-for-profit industry a plus
- Experience with fundraising and financial database/applications a plus (FIMS, Abila, Blackbaud, Sage, Quickbooks).

To Apply

This position is available to begin immediately and will be filled as soon as a qualified candidate is identified and accepts the position. Applicants must be able to pass a drug test and criminal background check.

Email as an attachment a cover letter with salary requirements & a resume/CV to kdvorak@NDCF.net

Or

Mail to

Kevin Dvorak, President & CEO
North Dakota Community Foundation
PO Box 387
Bismarck, ND 58502-0387

*Due to the volume of applications we receive, we regret that only those selected for an interview will be contacted.
The North Dakota Community Foundation is an equal opportunity employer.*