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POSITION DESCRIPTION

## Staff Accountant

The Foundation for Appalachian Ohio (FAO) is a rapidly growing regional nonprofit organization, seeking a staff accountant to join our dynamic team and transformative mission. Finances are the backbone of our work as the region's foundation, and in this role, you will play an integral part in the stewardship of resources entrusted to our care and management. You will contribute to all areas of FAO's finances, including grants and scholarships, investments, invoicing, accounts payable, gifts receivable, pledges receivable, general ledger maintenance, audit preparation and back office services. You will help open new possibilities for donors to make a difference, including through explorations of creative financing strategies such as impact investing.

You'll serve as a key contributor to the accuracy and completeness of finance records, timely reporting and analysis of financial results and maintenance of strong internal controls. Additionally, you'll have the opportunity to support the expansion of technology and human resources as FAO continues to grow, along with the streamlining and updating of processes and procedures to ensure world-class service to our donors. You will support strategic analysis and advice as it relates to financing our growth journey, and you will have the benefit of working daily with FAO's Controller and CFAO, and collaboratively with our Chief Operating Officer, to help advance our goal to grow \$1 billion in new, permanent philanthropy for Appalachian Ohio.

We're in search of a team member exemplifying our core values and sharing our passion for FAO's mission – a self-motivated and detail-oriented individual, who acts with highest ethical standards, integrity, compassion and humility. We seek someone driven to continually improve; someone who flourishes as a team player and servant leader; and a creative, strategic and analytical thinker to collaborate with others in providing support to strategic planning. Finally, we are looking for someone who upholds our value of creating a joyful and supportive workplace – FAO is a special place, and you'll be joining a team of amazing individuals who will support and help you grow!

### WHAT YOU'LL DO

FAO is a nimble and team-oriented organization, requiring all staff members to contribute to a variety of responsibilities and mission-related tasks. We believe that all staff members are leaders for FAO's mission, and because we are a relatively small shop, team members frequently find themselves simultaneously responsible for very basic administrative/office duties and more advanced/strategic assignments. Position-specific duties for the Staff Accountant include:

1. **Accounting:** maintain records of investment activity, deposits, and invoices; oversee the processing of disbursements for vendors, grantees, and partners; and record inter-fund transfers. Coordinate with outside organizations to compile information for reporting on government grants.
2. **Data Entry:** enter data associated with a variety of financial transactions, including accounts payable, gifts receivable, pledges receivable and grant and scholarship information.
3. **Reports:** prepare monthly reports for various funds and staff members, along with quarterly donor statements; prepare and distribute requested pledge invoices; and prepare reports for the annual audit.

4. **Filing:** maintain organized files, including those associated with FAO revenue and expenditures, grant reports, investments and invoices; maintain current W-9 Forms and pledge documentation.
5. **Research and strategic analysis:** advise FAO management as it relates to research projects, peer benchmarking, strategic planning and new lines of financial services.
6. **Donor communications:** team with FAO's advancement team to respond to donor inquiries and requests as they relate to financial and investment services.

## ABOUT YOU

Our ideal candidate is committed to FAO's mission and the region, looking to grow their professional career within FAO through increased responsibility. Specific qualifications include:

- Bachelor's degree in accounting, finance or related field with CPA designation, or on track to secure CPA designation.
- Knowledge of accounting standards included in the Financial Accounting Standards Board's Accounting Standards Codification.
- Familiarity with financial markets, investing, investment firms and tax-exempt reporting.
- Self-motivated with impeccable attention to detail; outstanding analytical, organizational, and problem solving skills to identify, research, and resolve issues; and the ability to coordinate multiple projects simultaneously while managing day-to-day responsibilities.
- Experience in use of technology and ability to learn new technologies quickly; and proficient in Microsoft office products, with demonstrated knowledge of working with financial software packages (experience in FIMS or other nonprofit financial software programs is a plus).
- Ability to work autonomously and collaboratively in a complex environment; outstanding communication skills and the ability to respond sensitively and patiently to donor and staff inquiries in a timely manner.

## ABOUT US

The mission of the Foundation for Appalachian Ohio (FAO) is to create opportunities for Appalachian Ohio's citizens and communities by inspiring and supporting philanthropy. Founded in 1998 with the partnership of a \$1 million matching challenge grant from the State of Ohio, FAO has returned \$92 million in philanthropic investment. Over our twenty-year history, we have helped donors establish more than 490 separate funds and reached all 32 counties of Appalachian Ohio with grant and scholarship awards. FAO has also reached out to the most underserved parts of Appalachian Ohio to help local leaders in twelve communities develop community foundations, and serves as the back office support for three organizations. FAO is proud of all that has been accomplished but understands placing Appalachian Ohio on a level playing field requires further, significant investment in its philanthropic infrastructure.

## ADDITIONAL DETAILS

- 40 hour work week; occasional travel required.
- Salary commensurate with education and experience.
- Benefits package inclusive of vacation and sick leave, short and long-term disability, health insurance, life insurance and retirement plan.
- Dual reporting to CFAO and COO.

## HOW TO APPLY

Please send a cover letter and resume to [madam@ffao.org](mailto:madam@ffao.org).

*FAO embraces diversity and is committed to creating an inclusive environment for all employees.*