

POSITION DESCRIPTION

Staff Accountant

The Foundation for Appalachian Ohio (FAO) is a rapidly growing regional nonprofit, seeking a CPA to serve as 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 will 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 will have the opportunity to support the expansion of technology 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 have the benefit of working daily with FAO's Controller and Director of Finance to help advance our goal to grow \$1 billion in new, permanent philanthropy for Appalachian Ohio.

We are 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 the highest ethical standards, integrity, compassion and humility. We seek someone driven, striving to continually improve; who flourishes as a team player and servant leader; and a current Certified Public Accountant. We are looking for someone who upholds our value of creating a positive and supportive workplace – FAO is a special place, and you will be joining a team of amazing individuals who will support your growth!

WHAT YOU WILL DO

FAO is a nimble and team-oriented organization, requiring all staff members to contribute to a variety of responsibilities and mission-related tasks. 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, programs, and fundraising, along with quarterly donor statements; prepare requested pledge invoices; and prepare reports for the annual audit.
4. **Donor communications:** team with FAO's advancement and stewardship teams 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, and has the following qualifications:

- Passion for FAO's mission.
- Bachelor's degree in accounting, finance or related field, **with current 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; proficient in Microsoft office products, with demonstrated knowledge of working with financial software packages (FinancialEdge 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 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, we have helped donors establish more than 600 separate funds and supported all 32 counties of Appalachian Ohio with grant and scholarship awards. FAO has also reached out to the most underserved parts of the region to help local leaders in thirteen communities develop community foundations. 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.

HOW TO APPLY

Please send a cover letter and resume to info@ffao.org. Submissions will be reviewed as they are received, with interviews scheduled accordingly.

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