

ACCOUNTANT

JOB DESCRIPTION – PART TIME POSITION

Crown Point Community Foundation, Inc. – Crown Point, IN

GENERAL OVERVIEW: The Accountant will serve as a key member of the management team responsible for all aspects of accounting and fund management of an established community foundation with over \$40+ million in assets. The Foundation serves as a philanthropic vehicle for donors to create endowment funds that distribute grants to charitable causes within south Lake County Indiana.

POSITION REQUIREMENTS - KNOWLEDGE, SKILLS AND ABILITIES

- Significant (three or more years) experience in nonprofit accounting and financial data management, with preference of experience working with a not-for-profit organization.
- Computer skills, experience with Microsoft Office Suite, and the ability to learn the Foundation's integrated financial and database management software (CommunitySuite by Foundant).
- Integrity, sound judgment, and discretion working in a highly confidential environment.
- Highly organized, with attention to detail and accuracy. Excellent Excel spreadsheet and math skills. Strong analytical skills.
- Self-motivated and team player.
- Possess excellent communication skills with donors related to financial information and concepts.
- Engage with donors and fund holders in person and via telephone or email representing the Crown Point Community Foundation in a positive and friendly manner at all times.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- General Accounting - Responsible for all aspects of the Foundation's financial records and day-to-day financial operations, including fund management, grant and check preparation, asset management/depreciation, receipts, bank transfers, payroll and employee benefits. *(Auditors prepare yearly financial statement, Audited Financial Report and 990 reports)*
- Financial Reporting - Prepares all financial reports for the Board of Directors, Investment Committee, Auditors and Financial Reviewers. Prepare all documents for 990 preparation. In addition, prepares Annual Fund Statement Reports for all fund holders and all other specific reporting requests.

- Fund Management - Ensures that all funds held by the Foundation are accounted for properly by accurately posting revenues, grants, and expenses; calculating the “spendable amount” on an annual basis as applicable; processing all changes to the fund and reporting all fund information as needed.
- Investments - Manages all short-term cash management strategies as directed by the Investment Committee; monitors investment changes made by the investment advisor, as directed by the Investment Committee.
- Oversees duties and activities of financial bookkeeping/accounting assistant.
- Implement and monitor all internal control activities of the Foundation including cybersecurity policies.
- Work closely with and reports directly to the president of the foundation.
- Maintain general files and records for storage of documents.
- Participate in Investment Committee meetings, reporting on details of financial reports as requested.
- Supports, through accurate and timely financial management, the work of the Program and Development staff.
- Participate in Foundation special events as requested.
- Travel to attend professional training and development workshops occasionally.

JOB TYPE: Part time – generally 20 hours per week.

Not a remote position. You will be part of an office team of six.

SALARY: Hourly rate, commensurate with experience and qualifications. Range: \$26-\$35/hour

BENEFITS: SIMPLE IRA with up to 3% company match / 9 paid holidays / continuing education

GOT THE SKILLS - HOW TO APPLY:

If you have the skills for the role, we encourage you to apply. Share your cover letter with thoughts about how your past experiences and education align with this position, hourly rate requirement, and your resume to: hr@thecpcf.org Applications will be reviewed until the position is filled.

ABOUT THE CROWN POINT COMMUNITY FOUNDATION, INC.

The Crown Point Community Foundation, Inc. serves South Lake County, Indiana through its mission of enriching the quality of life within the Crown Point, Cedar Lake, Lowell (Tri-Creek), and Winfield communities. The Foundation has 34 years of experience serving our communities by promoting effective grantmaking, fostering philanthropy, stimulating community dialogue, and helping its donors achieve their charitable goals.