

ACCOUNTANT

The Community Foundation for Southeast Michigan is hiring for the position of Accountant. The Accountant reports directly to the Controller and assists in the monthly financial process to ensure that financial statements and donor statements are prepared in a timely manner along with monthly and quarterly reconciliations of individual investment accounts and investment pools. The Accountant helps ensure the accuracy of all transactions and confidentiality of information.

Responsibilities include reviewing and reconciling monthly bank accounts and multiple investment statements of various asset types, preparing journal entries in the Foundation's fund accounting software, maintaining various supporting schedules, providing reporting and analysis on operational and grant budgets, and responding to requests for information. The Accountant produces quarterly donor statements and reviews statements for accuracy, troubleshooting any issues. The Accountant assists with the annual audit, prepares and distributes IRS Forms 1099 and 1099R, and supports the Controller in the preparation of IRS Forms 990 and 990T as well as other filings. The Accountant also provides back-up support to the accounts payable and grant payment processes.

A Bachelor's degree in accounting or finance is required, with a minimum of 3 years professional accounting experience. CPA certification preferred. The successful candidate will have experience with fund accounting and related software and be proficient in Microsoft Excel and Microsoft Word. The ability to manage multiple tasks including prioritizing, organizing and meeting deadlines, as well as the ability to think critically, analyze and assess are required. Non-profit experience and/or public accounting experience is preferred, and tax experience is a plus.

In addition to a competitive salary, this position includes medical, dental, vision, life, short and long-term disability insurances; paid parking, tuition reimbursement, paid time off including vacation, personal, sick and holidays. A 403(b) savings plan is available, along with a foundation funded pension program.

The Community Foundation is located in downtown Detroit, close to restaurants, parks, the Riverfront and Campus Martius.

TO APPLY

Send your cover letter, resume and salary requirements to Nancy Davies, director, human resources at: careeropportunities@cfsem.org.