

## ACCOUNTANT

The Community Foundation for Southeast Michigan is hiring for the position of Accountant. The Accountant will support the finance team in performing and reviewing various accounting and financial activities of the Community Foundation for Southeast Michigan and its supporting organizations. This position will also assist in developing written documentation for accounting processes. The position's responsibilities are intended to grow and evolve in content and complexity over time. The Accountant helps ensure the accuracy of all transactions and confidentiality of information.

Responsibilities include assisting with various finance processes, including but not limited to, journal entries, investment account reconciliations, accounts payable, grants payable and gift reconciliations; assisting in the recordkeeping and reporting for federal grants and reviewing internal financial statements and narratives and performing actual vs. budget variance analyses. Prepare various reports including budget vs. actual reports for departments and special projects, financial dashboards and other reports as needed. Assist with the annual financial audit and single audit, including preparing schedules, gathering information, drafting and/or reviewing draft audited financial statements and footnote disclosures, and reconciling amounts and information to financial records and supporting schedules. Assist with the annual preparation and filing of IRS Form 990 and other federal, state and local tax and information returns, including preparing schedules, gathering information, drafting and/or reviewing the returns, and reconciling amounts and information to financial records and supporting schedules.

A Bachelor's degree in accounting or finance is required, with a minimum of 6 years professional accounting experience. CPA certification preferred. The successful candidate will have experience with non-profit fund accounting and/or public accounting experience. Experience with accounting for federal funds preferred. Must be proficient in Microsoft Excel (pivot tables and v-lookups) 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. 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, human resources director at: [careeropportunities@cfsem.org](mailto:careeropportunities@cfsem.org).