



100 S. Jackson Street, Suite 200
Jackson, Michigan 49201
(517) 787-1321 www.jacksoncf.org

ACCOUNTING MANAGER

Job Overview and Requirements

Are you ready to apply your talent in accounting to the leadership and growth of an innovative, philanthropic nonprofit? Do you want to work for an organization that connects people and resources to causes that strengthen and build our community in Jackson County? Do you want to be challenged at work, learn new things, be on the cutting edge of advancing equity, have a lot of fun, be inspired frequently, and make a significant impact? The Jackson Community Foundation (JCF) is looking for an Accounting Manager to work with an experienced team to build and develop our existing accounting practices.

Our story

JCF is experiencing a growth spurt in both assets and relationships. We need an experienced Accounting Manager who can work with the rest of our small but mighty team to shape and implement ambitious growth strategies. With support from the President & CEO and the rest of the team, this person will be responsible for the management of Accounting and Audit processes and to join us in our mission by living our values every day at work. While JCF has already worked diligently to put our accounting policies and practices in place, our hope is to add an amazing leader to our team who will partner with us to bring this work to the next level.

Reports To - President & CEO

Essential Responsibilities

Accounting (70%)

- Work with the President & CEO to implement our annual budget.
- Process corporate credit card accounts, grants payable, accounts receivable and accounts Payable including generating checks.
- Responsible for maintaining and monitoring cash availability in all business accounts.
- Post bank deposits and reconcile all bank accounts and all investment accounts.
- Post payroll, 401K match, EFTs, manual checks, etc.

Audit and Financial Duties (15%)

- Prepare monthly financial statements including but not limited to: Balance Sheet, Revenue & Expenditures, Budget vs. Actual, and Quarterly Report for the Board of Trustees.
- Prepare and present finance reports and assist with creating agendas for the Finance and Audit Committee Meetings and attend meetings, including Board of Trustees.
- Prepares all audit and 990 workpapers and works closely with independent auditors.

General Operations (15%)

- Collaborate with staff in making key strategic decisions affecting JCF's future.
- Participate in staff meetings, attend community events, and otherwise contribute to strengthening the deep roots within our community, both internally and externally.
- Steward new donor and fund processes to ensure all documentation, records and processes are complete and verified in the permanent record and CRM database.

Our Hiring Process and Timeline

- We will review applications on a rolling basis until the position is filled. Send your resume and cover letter to mmoser@jacksoncf.org.
- We will begin scheduling phone interviews as soon as resumes are received.
- We will conduct short phone interviews throughout the timeline and begin in-person one-hour interviews.
- Finalists will be invited to a second-round one-hour interview and asked to submit at least two references.
- JCF is an equal opportunity employer. We do not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of our activities or operations. We are committed to providing an inclusive and welcoming environment for all members of our staff, board, volunteers, partner organizations, grantees, scholarship recipients, donors, and vendors.

Essential Requirements

- A great sense of humor and grace!
- A minimum of three years of work experience related to accounting, community foundation or non-profit experience preferred, but not required.
- Able to attend some evening and weekend events.

- Commitment to our mission, vision, and values of acting with Integrity & Transparency, Embracing Diversity & Inclusion, Advancing Equity, and Inspiring Partnerships, Collaboration & Collective Impact.
- Flexibility and adaptability, able to shift styles to fit the needs of a wide range of cultures, people, and organizations.
- High emotional intelligence, able to easily develop deep, trusting relationships with diverse individuals from many different backgrounds.
- Impeccable written and oral communication skills.
- Love of continuous learning.

Compensation and Benefits

- Pay range of \$35 to \$40 per hour based on experience.
- We are willing to be flexible when committing to the right teammate. That means that we are open to meeting the needs of the individual, either a non-exempt, Part-time 20 – 24 hours per week position or a Full-time, 32 – 36 hours per week position.
- We also believe in work-life balance and are committed to helping all employees achieve this goal!
- For Full-time, we offer up to 20 days of PTO, 13 paid holidays, and a flexible, family-friendly schedule and Part-time, non-exempt employees will receive a prorated number of hours of PTO annually consistent with their regularly scheduled or average workweek.
- For Full-time, we provide medical, dental, vision, life insurance, long-term and short-term disability benefits with JCF covering over 80% of the costs of the package for the employee.
- For all employees, we offer up to a 5% match for our 401K.