



THE COLUMBUS FOUNDATION

Staff Accountant

About The Columbus Foundation: One of the top 10 largest community foundations in the country, The Columbus Foundation works to strengthen and improve our community through the most effective philanthropy possible. Now in its 80th year, The Columbus Foundation has been a partner and advisor to our donors and nonprofit community in order to improve our region's collective wellbeing.

Position: Staff Accountant

Department description: The Finance Team at The Columbus Foundation serves as the backbone of financial management, ensuring the effective stewardship of resources and the facilitation of strategic financial decision-making. Committed to upholding the Foundation's mission of strengthening and improving the community, the Finance Team plays a pivotal role in maintaining fiscal responsibility, transparency, and accountability. By fostering transparency, accountability, and sustainability, we contribute to the Foundation's impact and ensure the enduring success of our community-focused initiatives. Our dedicated team of financial experts brings together a diverse range of skills and experiences, including accounting, budgeting, investments, and compliance. We collaborate closely with other departments within the Foundation, providing financial guidance and support to various programs and initiatives.

Position description: The Staff Accountant processes all fund distributions for TCF and its related entities; oversees operating income-statement activity; provides accounting support for two unrelated foundations; assists with audit-related requests; prepares miscellaneous reports and information.

Position responsibilities:

- I. Process distributions for TCF and all related entities
 - a. Pay all grants and fund expenses
 - b. Submit grant reports for monthly Governing Committee docket
 - c. Facilitate transfer of cash from investment to checking accounts
 - d. Follow-up with investment firms on outstanding grant reimbursements
 - e. Monitor positive-pay activity in bank accounts
 - f. Manage outstanding check listing

- II. Oversee operating bank account and activity
 - a. Review invoices for coding and serve as backup for payment of invoices
 - b. Reconcile checking account and prepare corresponding journal entries
 - c. Record activity of staff credit-card expenses

- d. Prepare monthly operating income statement
- e. Manage operating receivables
- III. Serve as back-office accounting support for Wexner Center Foundation and New Albany Community Foundation
 - a. Handle accounting functions for unrelated entities, including:
 - i. Processing of gifts, grants and invoices
 - ii. Bank reconciliations and journal entries
 - iii. Budgeting
 - iv. Financial statements
 - v. Annual audits
 - b. Collaborate regularly with staffs of offsite foundations
- IV. Assist with audits
 - a. Fulfill requests regarding payables for TCF and all related entities, including check copies, registers, payment support, etc.
 - b. Fulfill requests relating to operating entity, including invoices, journal entry support, etc.
- V. Prepare various financial reports and requests
 - a. Research general ledger, funds, grantees as needed
 - b. Prepare other tasks as assigned

Skills and Qualifications:

- Bachelor's or advance degree required. Accounting degree preferred.
- Minimum 2 years' experience in accounting, finance, or relatable experience.
- High level of confidence with many forms of technology and computer programs including proficiency in Microsoft Office Suite (Excel, Outlook, Word, PowerPoint).
- Ability to transition quickly between tasks and juggle a variety of tasks.
- Attention to detail as demonstrated by resume, cover letter, and recommendations.
- The ideal candidate is task-oriented, organized, empathetic, nimble, patient, and thoughtful in work and interpersonal interactions.

Anticipated Salary range: \$53,570 - \$66,830

Apply on Indeed:

<https://www.indeed.com/job/staff-accountant-5b6594e5b7e93490>

The mission of The Columbus Foundation is to assist donors and others in strengthening and improving our community for the benefit of all its residents.

The Columbus Foundation is an equal opportunity employer.