



THE COLUMBUS FOUNDATION

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. For 75 years, 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: Finance and Accounting Associate

Department description: Through the Finance and Administration department, the Foundation manages approximately \$2.3 billion of donor assets. In addition, it processes over \$200 million in annual gift and grant transactions each year. The generosity of our nearly 3,000 donors and the broader central Ohio community makes this possible.

Position description: We are seeking a motivated accounting and financial professional to join our finance and accounting team. Processing and reporting of financial transactions is at the core of what we do at The Columbus Foundation. In addition, this position will be instrumental to the reconciliation of our numerous bank and investment accounts that total over \$2.3 billion in investable assets. Preparation of financial statement reports will also be a key aspect of this role.

Opportunity Requirements

- Accounting or finance-related degree
- Minimum two years professional experience
- Demonstrable skills in written, oral, and interpersonal communication
- Proficiency with Microsoft Office applications
- Ability to work as part of a team
- Understanding of financial statements
- Basic understanding of accounting and financial reporting systems

Essential duties and responsibilities

Be part of a team that:

- Processes donor gift transactions
- Processes grant requests and distributions to non-profit entities
- Reconciles numerous bank and investment accounts
- Prepares financial statements and tax returns for our over 30 legal entities
- Works on ad-hoc financial analysis and reporting projects

To apply, send cover letter and resume to Pam Straker, Director of Human Resources at pstraker@columbusfoundation.org. Salary requirements must accompany application materials.