



JOB DESCRIPTION: Accountant (part-time)

JOB SUMMARY

The part-time Accountant has direct responsibility for the Foundation's budget, accounts payable and internal financial statement reporting; assuring sound fiscal planning, controls, and oversight. The accountant reports to the Director of Investments, Finance, and Accounting.

POSITION RESPONSIBILITIES

1. Develop the annual operating budget with input from Staff and Board.
2. Prepare monthly financial statements, schedules and other reports; determine if they are accurate, reliable and supported by accounting records.
3. Analyze monthly expense reports and prepare budget vs. actual variance statements.
4. Process all Accounts Payable.
5. Process all Foundation payrolls through the Foundation's payroll vendor; assure that payroll and benefit accruals are accurate each pay period.
6. Provide secondary support to the Director of Investment, Finance and Accounting in the work with the Foundation's auditors to plan and execute the year-end audit; provide appropriate schedules, records, procedures, etc., as requested.
7. Provide secondary support to the Foundation's Audit, External Affairs, Governance/Nominating, and Investment/Finance Committees; attend all meetings as a resource.
8. Prepares forms for annual evaluations of all staff and participates in orientation of new staff members.
9. Cross train with the Director of Investments, Finance, and Accounting; be prepared to perform his/her duties as needed.
10. Cross train with the Senior Program Officer in the preparation of routine correspondence and legal agreements (grant contracts) with funded agencies including payment and reporting schedules. Be prepared to perform these duties, as needed.
11. Act as primary liaison with the Foundation's landlord. Act as backup liaison with the Foundation's communications / IT vendors, assuring appropriate systems maintenance, back up mechanisms and communications safeguards.

Williamsburg Health Foundation

Part-time Accountant

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12. Arrange and setup details of conference rooms for meetings, handle reservation requests, and maintain the schedule for the Health Foundation Meeting Room.
13. Support for the Annual Awards Event.
14. Support for Grantee Site Visits and Panel Discussions.
15. Coordinates the completion of annual surveys for –
 - The Council on Foundations
 - Southeastern Council of Foundations
 - Grantmakers in Health, etc.
16. Perform other related duties as assigned.

PREFERRED QUALIFICATIONS:

- Experience with or knowledge of the laws regulating private foundations

MINIMUM QUALIFICATIONS:

- Bachelor's degree in Accounting
- A minimum of five years' experience in a comparable position or with a certified public accounting firm
- Knowledge of generally accepted accounting principles and procedures
- Knowledge of laws regulating the fiscal operations of non-profits and best practices in the field

REQUIRED COMPETENCIES AND SKILLS

- Strong computer skills, with an emphasis on word processing (Word), spreadsheet (Excel) and accounting software applications
- Excellent verbal, math, and analytical skills
- Ability to analyze data, check for reasonability, draw conclusions, and take or recommend appropriate action
- Ability to communicate clearly and concisely, both orally and in writing
- Ability to work independently and to prioritize work

To apply, please sent resume and cover letter to info@williamsburghealthfoundation.org.