



*Community
Foundation*

FOR SAN BENITO COUNTY

Accounting Manager at the Community Foundation for San Benito County

Description:

For 30 years, the Community Foundation for San Benito County has worked with local leaders, donors and non-profits to support a safe, healthy, and thriving community, through exceptional stewardship of invested funds. As the county's primary provider of philanthropic services, we are dedicated to helping people achieve their philanthropic goals effectively, confidently, and with support from a team of experts connected to the needs of the community. Today, we are entrusted with over \$30 million in assets under management and continue to work in partnership with fundholders, local leaders, and community partners to transform our community through strategic grantmaking and impact initiatives that foster a more vibrant and equitable community for all.

Leadership & Culture:

The Accounting Manager is part of a dedicated team of 6 exceptionally talented staff and 18 board members working collaboratively to help shape the organization's future.

As a team the foundation is fully committed to our vision of improving the lives of all who live and care about the diverse communities of San Benito County.

Position Summary:

Reporting directly to our CEO, the Accounting Manager works closely with staff, the Board of Directors, and the many committees that support the work of the Foundation. This role is responsible for financial integrity of the Community Foundation. This role ensures accurate and timely accounting of all finances and investments in accordance with policies established by the Board of Directors. The Manager is a key participant in organizational planning and management, providing leadership for all financial functions, including accounting, reporting, budgeting, investment oversight, audit coordination, grant payments, payroll, benefits administration, and internal controls. The Manager works with fellow leadership to create a positive culture of productivity, communication, collaboration, trust, inclusivity, feedback, and accountability. The Manager works closely with leadership to establish short- and long-range strategic, programmatic, and financial goals and fosters an environment where staff feel they can thrive in aspiring toward organizational excellence. The Manager leads by example, demonstrating the highest degree of integrity, personal and professional development, and accountability. As a key sounding board and thought partner to the leadership team, the Manager supports across every area of the organization.

Responsibilities:

Financial Management & Accounting

- Accurately record, reconcile, and report all financial transactions for Foundation funds on a monthly and quarterly basis.
- Provide support for annual audit
- Manage account receivables and payables
- Support in the management of the Foundation's internal database Iphi
- Prepare and present reports on budget outcomes to the CEO, the Board of Directors, and other stakeholders
- Implement financial policies and procedures that align with the foundation's mission, vision, values, and strategic goals outlined by the Foundation Board
- Responsible for proper handling of all gifts, including cash, checks, online donations, securities, real estate and other assets. the accounting of donations: gift letters, online donations, Employee Giving Programs and other companies
- Process disbursements annually for funds with predetermined allocation and family fund end of year grants
- Process 1099s and maintain the balance sheet with appropriate revenue and expense allocations.
Research best practices in accounting, tax, financial reporting, and human resource
- Create reports as needed
- System administrator for internal IT System
- Process 1099s and maintain the balance sheet with appropriate revenue and expense allocations.
- Research best practices in accounting, tax, financial reporting, and human resource

Audit & Tax Coordination

- Serve as primary liaison with independent auditors.
Prepare required schedules, records, and documentation for annual audit and tax filings.
Lead the selection process for audit and tax service providers when needed.

Budgeting

- Collaborate with the CEO and staff to prepare the annual operating budget for review by the Finance Committee and Board.
Ongoing monitoring of operating and program budgets.

Payroll & Benefits

- Oversee outsourced payroll and benefits administration.
Ensure correct implementation of benefit programs and support onboarding/offboarding processes.

Insurance Administration

- Act as liaison with insurance brokers and agents.
Review and renew property, liability, D&O, and workers' compensation policies annually.

Gifts & Grantmaking

- Process grantmaking from all funds, ensuring accuracy and compliance.

- Review all gift and grant entries before posting.

Committee Responsibilities

- Oversee operations of the Finance, Compliance & Audit Committee.
- Onboard committee members, schedule meetings, prepare agendas, record minutes, and maintain communication.
Ensure timely dissemination of committee materials and financial information.

General Responsibilities

- Participate in staff and Board meetings.
- Provide data, reports, and proofreading support for publications and marketing materials.
- Conduct data collection and analysis as needed.
- Assist with acquisition and procurement processes.
- Perform additional duties as required in a small-staff environment.

Qualifications:

- Degree or equivalent experience in related field: Business, Accounting, Finance
- At least three years of experience and familiarity of nonprofit organizations. Working experience with foundation operations and grant making preferred
- Highly developed organizational skills and ability to plan, organize, and manage multiple projects simultaneously
- Knowledge of accounting principals
- Ability to prepare budgets, track expenses, and prepare financial statements
- Ability to work independently and as part of a team
- Ability to work effectively with diverse audiences and stakeholders
- Proficiency in Microsoft Office Suite and CRM software
- Knowledge of the local community and its needs and opportunities
- Passion for the Community Foundation's mission and vision
- Excellent verbal and written communication skills

Salary and Benefits:

This is a part-time position with an hourly rate ranging from \$40 to \$50 per hour. Compensation is based on various factors, including, but not limited to, an individual's education, experience, certifications, skills, and abilities.