

TRI SIGMA FOUNDATION

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Job Title: Accountant

While we are primarily seeking a full-time employee, we may consider qualified part-time candidates.

Reports to: Executive Director

Location: U.S.A. This is a fully remote position, allowing you to work from anywhere with a reliable internet connection within the continental United States. You will be expected to have strong time management skills and the ability to work independently. We will provide you with the necessary tools and resources to be successful in this role.

Position Summary:

Some responsibilities are listed below:

The accountant manages the Tri Sigma Foundation's treasury, financial management, and accounting functions. The accountant participates in developing broad organizational goals, objectives and policies. The accountant is responsible for accurate and timely accounting and financial reporting for the Foundation, as well as establishing and maintaining a strong system of internal controls, and monitor and track the performance of endowment funds, including investment returns, distributions, and fund balances.

Salary Range:

Salary Range: \$58,500 - \$78,000, commensurate with experience and qualifications. We are open to discussing competitive compensation packages for the right candidate.

BENEFITS

Regular Part-Time employees, working 20 or more hours per week, may be eligible for some of the benefits afforded regular full-time employees (i.e., vacations, holidays, personal days) on a pro rata basis

- **Healthcare Coverage:** Enjoy comprehensive health insurance plans to safeguard your well-being.
- **Paid Time Off:** Unwind and recharge with ample Paid Time Off (PTO) to balance your work and personal life.
- **Parental Leave:** Paid maternity/paternity leave, adoption leave.
- **Flexible Work-Life Balance:** Embrace flexibility with adaptable work arrangements and schedules. We value work-life balance and strive to create a supportive environment. This may

include adjusted summer hours and extended office closures during the holiday season (dependent on business needs).

- **Invest in Your Growth:** Cultivate your skills and advance your career through a variety of professional development opportunities.

RESPONSIBILITIES & DUTIES

Accounting:

- Plan, develop, organize, implement, direct, document and evaluate the Foundation's fiscal functions and performance.
- Manage the day-to-day accounting and financial operations of the Foundation.
- Oversee banking activities and actively manage cash flow to ensure it meets needs.
- Administer the budgeting, financial forecasting, and cash flow for existing programs.
- Coordinate investment and asset management.
- Prepare financial statements and variance analysis.
- Develop budgets for the Foundation, its individual programs, including the preparation of budget revisions as needed.
- Prepare and present monthly financial results to the ED and Finance Committee.
- Oversee and review the preparation of all program (fund) financial reporting required by funding sources; this includes but is not limited to endowment fund donor reports.
- Manage accounting control systems and internal audits ensuring the accurate and timely production of accounting information and financial reports.
- Coordinate and manage all annual audit activities.
- Serve as the agency's primary liaison with its independent Auditor to ensure the annual audit is completed smoothly and in a timely manner.

Management and Administration:

- Ensure maintenance of appropriate internal controls and financial procedures.
- Ensure legal and regulatory compliance regarding all financial functions.
- Conduct regular reconciliation of financial accounting and development production.
- Ensure timely, accurate, and useful financial and management reporting to the Foundation Board of Directors; process, prepare and communicate quarterly and annual financial statements.
- Review efficiency/effectiveness of employee benefit programs, seeking approaches to lower costs where possible and consistent with required quality levels.
- Responsible for financial and donor database hygiene.
- Responsible for effective and efficient use of technology.
- Collaborate with the Treasurer of the Board of Directors and the Finance Committee.
- Lead efforts to expand endowment management policies and procedures.
- Serve as primary accounts payable contact for vendors.

Minimum Qualifications:

- 5-7 years of non-profit accounting experience including sophisticated fund and grant accounting, compliance, and reporting.
- Bachelor's degree required in accounting, CPA a plus.
- Working knowledge of QuickBooks & donor management software.
- Demonstrated success in managing processes, financial software, audit, accounting, tracking budget expenses, developing budgets, and endowment fund management.

Preferred Skills/Knowledge:

- Preferred 10 years of accounting, preferably non-profit, including sophisticated fund and grant accounting, compliance, and reporting.
- Endowment management experience.
- Experience in a senior financial management role, partnering with executive staff, resulting in the development and implementation of financial management strategies.
- Excellent written and oral communication skills.
- Excellent analytical and abstract reasoning skills, with outstanding organizational skills.
- Demonstrated leadership ability, team management, and interpersonal skills.

How to Apply: Submit resume, references, and cover letter to Sydney Haven at shaven@trisigma.org with the subject line Tri Sigma Foundation Accountant Position – (your name).

The Tri Sigma Foundation is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, pregnancy, disability, age, veteran status, or other characteristics.