



# KITSAP COMMUNITY FOUNDATION

## **Kitsap Community Foundation**

9657 Levin Rd NW, Ste 220  
Silverdale, WA 98383

### **Accounting Manager**

#### **KITSAP COMMUNITY FOUNDATION**

A catalyst for the greater good, Kitsap Community Foundation is a nationally accredited 501(c)(3) organization that partners with donors and others to invest in our region's nonprofit organizations to foster a more vibrant Kitsap Peninsula for the benefit of all.

#### **THE OPPORTUNITY**

KCF is seeking a self-directed, experienced accounting manager with the skills, experience, and savvy to be the backbone of our day-to-day operations and support philanthropic impact in Kitsap and North Mason counties. To succeed in this role, you'll need to love variety, work independently, communicate well, and be super organized. We are looking for a motivated individual with a proven track record in both bookkeeping and office administration. The right candidate will be flexible and able to thrive under pressure while maintaining a great sense of humor.

#### **ESSENTIAL FUNCTIONS**

Bookkeeping; Billing/Invoicing; Contract, grant, and account financial management; Contact management, including accurate data entry and pulling reports (we use Foundant Community Suite); Staff contact for annual audit support: Paperwork and systems management; Meeting scheduling and logistics; Office reception back-up.

#### **PRIMARY DUTIES & RESPONSIBILITIES**

1. Primary responsibility for managing KCF's financial accounting system, including the following:
  - a. process all revenue, including updating and maintaining the donor database and guest lists for paid events;
  - b. process all expenses, print checks, organize signatures on the checks, and disburse all payments;
  - c. provide monthly financial statements and reconciliation reports; maintain payroll records and process ACH transactions;
  - d. maintain appropriate balances in all KCF financial accounts; maintain appropriate paper and digital files substantiating all of KCF's financial transactions;
  - e. prepare regular reports for the Finance committee and board;
  - f. and work closely with the KCF CEO, Treasurer, bookkeeper, and auditor on all financial management activities.
  
2. Primary responsibility for managing KCF's endowment funds, including the following:
  - a. maintain all fund accounting in KCF's accounting system, including calculating the 16-month rolling average on all funds;
  - b. maintain all investment management reports and make such reports available to the ED when requested;



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- c. maintain all appropriate printed paper files for all funds;
  - d. complete and distribute fund quarterly reports for appropriate funds; complete and distribute all fund annual reports and letters.
3. Preparing and submitting renewals and registrations to ensure we are up to date with all federal, state, IRS, and accreditation regulations.
  4. Secure all keys and admin passwords.
  5. Maintain a working knowledge of significant developments and trends in appropriate fields. This may be accomplished through formal off-site training (paid for by KCF) and self-education.
  6. Other duties as assigned

### ESSENTIAL COMPETENCIES

The competencies required to perform the duties of this position are usually acquired through a bachelor's degree in nonprofit development, business, accounting, public administration, or a closely related field, complemented with two or more years of job-related experience in a similar position (preferably at a nonprofit organization). Other combinations of education and experience which provide such knowledge, skills, and abilities will be evaluated on an individual basis.

- Bachelor's Degree preferred
- Experience in nonprofit accounting is strongly preferred
- Ability to effectively express ideas, thoughts, and concepts verbally and in writing. Use audience-appropriate style, tone, and approach. Effectively design and run reports that support board and management decision-making and clearly conveys information to the board, community, and fund advisers
- Strong attention to detail and organizational skills, including time/task management, file/office management, and planning.
- Strong computer skills - use Office365 software and technology with an eagerness to learn new systems that improve our work and our constituents' engagement with KCF. Prior experience with Asana, Access, and Community Suite is ideal.
- Ability to learn and master other software and cloud-based programs (Common Grant Application, Washboard.org, Enterprise Fund Management, and Accounting Software) and Microsoft Excel (highly experienced user preferred)
- Skilled in managing multiple projects and meeting deadlines
- Ability to work well with people of diverse backgrounds

### ESSENTIAL ATTRIBUTES

- A passion for philanthropy and the nonprofit sector and a desire to be part of creating an equitable, thriving Kitsap community.
- Integrity & ethics, especially with respect to confidentiality of sensitive information.
- Professional maturity to maintain a positive outlook and work constructively under pressure.
- Action-oriented self-starter who can take direction and independently follow through on multi-step activities while strengthening long-term relationships with internal and external stakeholders



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- Flexibility to adapt to new information and a willingness to attempt new ways of solving problems as part of a continuous learning organization
- Persistence to meet or exceed stated goals; approaching objections or challenges with a positive attitude to explore alternative solutions to meet needs.
- Ability to balance the needs and interests of various stakeholders, making decisions involving competing goals, objectives, and priorities.

## COMPENSATION

KCF offers sustainable compensation packages that are competitive with similar philanthropic sector positions requiring comparable talent, experience, and skills so that KCF retains a thriving, productive staff team capable of advancing our strategic framework.

The salary range for this 25-30 hour/week position is \$43,000-\$60,000 annually, DOE. Benefits include paid vacation, 13 holidays, sick leave, jury leave, employee development training, health care, retirement plan, and free parking.

## EQUAL OPPORTUNITY

KCF is an equal-opportunity employer. As such, KCF is committed to treating all employees and applicants equally without regard to race, color, creed, religion, sex, sexual orientation, gender identity or expression, age, national origin, citizenship, veteran or marital status, disability, and all other bases protected by state and federal law. KCF values diversity among its staff and is committed to ensuring equal employment opportunity in all aspects of the employment relationship.

**Resumes will be reviewed on 9/30/23 and then as submitted until the position is filled.**



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