

## **STAFF ACCOUNTANT**

**GMA Foundations is a growing company, located in Boston, hard at work in the exciting field of philanthropy. GMA Foundations provides grantmaking, administrative, financial management, and consulting services to foundations and other donors. We are seeking to add a Staff Accountant to our team. We are a congenial and employee friendly company offering excellent benefits, which include health, vision, and dental insurance, medical and dependent care FSA, and a 401k plan.**

### **Staff Accountant Responsibilities include:**

- Performing full-charge bookkeeping tasks for foundation clients
- Processing grant checks and wires
- Handling accounts receivable and payable
- Coordinating transactions between investment and checking accounts
- Processing of quarterly tax payments
- Providing monthly and/or quarterly financial statements for assigned clients
- Assisting with budget development for foundation operations and grants
- Coordinating with accountants and providing information needed for tax returns and annual audits or reviews, including audit schedules as needed
- Reconciling and general ledger posting of clients' investment reports
- Monitoring foundation clients' payout requirements
- Assisting foundation clients with filing of tax returns and other required filings
- Preparing annual reports for foundation clients
- Preparing 1099 MISC and 1096 tax forms and coordinate filing
- Attending client meetings, as requested
- Assisting COO with invoicing, payables and corporate accounting tasks as assigned
- Additional tasks and special projects as assigned, or on own initiative

### **SKILLS & EXPERIENCE:**

- Bachelor's degree in Accounting, or equivalent experience, with a minimum of one year non-profit accounting experience; private foundation accounting experience is preferred
- Experience preparing 1099 and 1096 forms
- High level of proficiency in Quickbooks Pro

- MS Office expertise, including proficiency in Microsoft Word, Excel, & Outlook
- Superior organizational skills and the proven ability to successfully manage multiple deadlines, while maintaining a high level of attention to detail, are essential
- Excellent verbal and written communication skills, including the ability to communicate clearly with clients and service providers and draft business correspondence
- Ability to work both as part of a team effort or independently in a reliable manner and with minimum supervision
- Strong interpersonal skills with colleagues and clients
- An interest in the work of GMA Foundations, its clients and grant applicants

**APPLICATION PROCESS:**

**Please send resume and cover letter, with salary requirements, to Allie Palmer at [jobs@gmafoundations.com](mailto:jobs@gmafoundations.com) by July 10, 2017. Please include "Application for Staff Accountant" in the subject line of your email.**

**No phone calls please. No third parties; no recruiters.**