

GMA FOUNDATIONS – JOB OPENING **FOUNDATION ACCOUNTANT**

GMA Foundations is a congenial company, located in Boston, hard at work in the exciting field of philanthropy; providing grantmaking, administrative, bookkeeping, accounting, and consulting services to foundations and other donors. We are seeking to add a **Foundation Accountant** to our growing team.

POSITION SUMMARY: This position is currently a three-day-per-week position. The ideal candidate will have the interest and ability to increase to five days per week in the future. Responsibilities include:

- Performing full-charge bookkeeping tasks
- 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
- Attend client meetings, as requested
- 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
- 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 jobs@gmafoundations.com. Please include "Application for Foundation Accountant" in the subject line of your email.

No phone calls please. No third parties; no recruiters

GMA offers an excellent benefits package which includes health and dental insurance, life and long-term disability insurance, a medical and dependent care FSA, and a 401k plan.