

# Job Description

**Position Title:** Accountant I  
**FLSA Status:** Exempt

## Position Summary:

Works under the supervision of the Director of Accounting and performs a variety of professional-level accounting duties for the Paso del Norte Community Foundation and Paso del Norte Health Foundation (collectively Foundations). The primary functions include preparing and reviewing accounting entries, reconciling accounts, assisting with month-end closings, and preparing audit schedules and 990 tax returns. The Accountant I will work collaboratively with the development team and other departments at the Foundations to ensure fiscal excellence.

## General Duties and Responsibilities:

- Collaborate with the development team to review the recording of contributions (gifts), provide guidance, and assist with troubleshooting on the Raiser's Edge database to ensure data integrity.
- Ensure all gift supporting documentation meets audit standards and is kept on file in the Financial Edge software and the assigned electronic folder.
- Review and post gift entry batches in accounting software (Raisers Edge into Financial Edge).
- Assist with month end closings (donor portals reconciliations, journal entries, fee schedules, fund reports)
- Review and reconcile weekly transactions to bank deposits and report discrepancies to management.
- Represent the finance team by attending meetings and working closely with the development team.
- Assist with the preparation of the 990-tax return and audit schedules.
- Record and maintain accurate vendor records.
- Audit petty cash twice a year and report discrepancies to management.
- Cross train in other roles to provide back up support to other positions within accounting.
- Assist with other projects as assigned by the Director of Accounting and VP of Finance and Operations.

## Qualifications:

**Education and Experience:** Bachelor's degree in Accounting, Finance or Business and a minimum of three years' work experience in a nonprofit setting.

## Knowledge, Skills and Abilities:

- Knowledge and understanding of generally accepted accounting principles.
- Strong knowledge of excel spreadsheet applications and computer software's (strong preference for Blackbaud Financial Edge and/or Raiser's Edge NXT experience)
- Ability to take initiative, high level of self-motivation, and ease working independently and as part of a team.
- Strong organizational skills and ability to perform and prioritize multiple tasks, pay attention to detail, produce high quality work seamlessly while meeting deadlines.
- Clear, concise written and verbal communication skills and proficient in English grammar, spelling and punctuation.
- Personal qualities of dependability, integrity, honesty, and discretion.

**Physical Requirements / Work Conditions:**

- Work conducted in an office environment.
- Work extensively at a computer workstation.
- Frequent sitting required; occasional standing, bending, and stooping.
- Occasional evening and weekend work may be required.

The job description is intended to provide a general understanding of the requirements for the position and shall not be construed as declaring the absolute particulars of the position. Management reserves the right to assign, direct and control the work of employees as necessary.

*The essential functions and responsibilities of this job can be performed and completed working at the office and remotely. While working remotely, you must adhere to the Foundation's Policies and Procedures.*