



## **Position Description**

### **Senior Accountant (Part-Time)**

#### **OPPORTUNITY:**

Since 1977, the New Canaan Community Foundation (NCCF) has been a cornerstone of leadership, tackling the most urgent challenges facing New Canaan, Connecticut and lower Fairfield County—expertly managing the charitable visions of its donors, and advancing the efforts of local nonprofits. NCCF has assets of approximately \$30 million and annually awards approximately \$2 million in grants and scholarships to nearly 100 local nonprofit organizations. NCCF also works closely with families and businesses on their charitable giving strategies, including managing donor-advised and other charitable funds. Through its dedication and expertise, NCCF has played a pivotal role in fostering community well-being and building partnerships that ensure sustainable impact.

Today, NCCF seeks to add a part-time position who will report directly to the Vice President. The **Senior Accountant** will oversee key accounting and financial operations to ensure accuracy, transparency, and compliance. Responsibilities include managing the accrual-based accounting system, producing timely financial reports, supporting the annual audit and tax filings, and leading monthly and year-end accounting close processes.

This role also manages grant approvals and disbursements, maintains financial records in Microsoft Business Central, and oversees 90+ complex philanthropic component fund structures—including donor-advised, scholarship, field-of-interest, and agency funds—ensuring compliance with donor intent. The position requires strong expertise in investment, endowment, and fund accounting. For more information about NCCF, visit <https://www.newcanaancf.org>.

#### **RESPONSIBILITIES:**

##### **General Accounting:**

- Manage the accrual-based accounting system, ensuring accurate recording of contributions, investment activity, grants, and event revenue.
- Maintain accounting records in Microsoft Business Central, including journal entries, general ledger review, and balance sheet reconciliations.

- Coordinate, review, and complete 15 complex Balance Sheet account reconciliations, including multiple pooled investment accounts, bank accounts, and credit card accounts.
- Oversee monthly and annual accounting close processes, including investment allocations and month-end adjustments.
- Record routine financial activity such as payroll, retirement contributions, bank transactions, interfund transfers, and fund fee assessments.
- Reconcile grant and gift activity between AkoyaGo (CRM system) and Business Central (accounting platform) and maintain clear documentation of accounting processes.

### **Financial Reporting:**

- Prepare financial statements in accordance with U.S. GAAP, including reporting of net assets with and without donor restrictions.
- Track agency funds held for other nonprofits and produce quarterly statements for donor-advised and other managed funds.

### **Audit & Tax Compliance:**

- Partner with the Vice President to ensure regulatory compliance and coordinate the external annual audit and Form 990 preparation.
- Provide documentation for auditors and complete required tax reporting, including Form 1099 filings and other regulatory filings.

### **Financial Operations:**

- Oversee grant approval and disbursement processes, ensuring compliance with board approvals and nonprofit verification requirements.
- Manage vendor payments and records, including W-9 collection and invoice tracking.

### **QUALIFICATIONS:**

Our ideal candidate will foster a collaborative team environment and will bring a strong commitment to the mission through leadership and strategic insights with the following skills and characteristics:

#### **Required:**

- Bachelor's Degree in Accounting or Finance
- 10+ years of full-cycle accounting experience
- Strong knowledge of nonprofit fund accounting and donor-restricted assets, including tracking, documentation, and timely release of restrictions in accordance with donor intent and GAAP.
- Experience producing and fully owning high-level financial reports (Balance Sheets, Balance Sheets by Fund & Account), Financial Statements/Profit & Loss Statements

- Advanced Excel skills
- 5+ years of experience with nonprofit audits and Form 990
- Expertise with GAAP, IRS regulations, and nonprofit-specific tax laws
- Strong attention to detail and analytical skills, to ensure accurate financial reporting and reconciliations
- Strong verbal and written communication skills to collaborate with internal teams
- Strong time management skills, with the ability to prioritize and manage multiple tasks or deadlines, especially during month-end and year-end closing processes

Highly Preferred:

- Certified Public Accountant
- Business Central and AkoyaGO experience

**COMPENSATION AND BENEFITS:**

The position is a part-time position, 20-25 hour week position. The salary range is \$60-\$65 per hour dependent on relevant qualifications and experience. This position is eligible for paid vacation time (7 days) and paid sick time (5 days) annually.

This position is primarily based in the office to support collaboration and team engagement, with some flexibility to work from home when appropriate.

**EQUAL OPPORTUNITY EMPLOYER:**

NCCF is an Equal Opportunity Employer and does not discriminate against any employee or applicants for employment because of race, color, religion, age, sexual orientation, sex, gender identity or expression, national origin, status as a veteran or based on disability or any other federal, state or local protected class.

**TO APPLY:**

The search is being conducted by The Strategy Group. To apply:

- Submit a resume and a compelling cover letter describing their interest and how their qualifications and experience match the needs and mission of NCCF.
- Send as ONE PDF DOCUMENT titled “Last Name NCCF Search” to [nonprofitjobs@thestrategygroupllc.org](mailto:nonprofitjobs@thestrategygroupllc.org).
- Please title emails as **NCCF SEARCH** in the subject line.

Resumes will be accepted until the position is filled.