



Senior Accountant

As frequently cited statistics note that communities of color, women, and other marginalized groups apply to positions only if they completely meet qualifications, we encourage you to upend those statistics and apply to this position. We excitedly anticipate your application and cover letter detailing why you are interested, how you are exceptional, and in what ways [AAACF's values](#) align with yours.

Overview: The Senior Accountant is a full-time, exempt position reporting to the Controller and working closely with the Controller and CFO. This role is an integral part of AAACF's finance team, supporting accurate and timely financial operations that enable the Foundation to fulfill its charitable mission. The Senior Accountant ensures strong internal controls, contributes to donor stewardship through precise fund management, and collaborates across departments to maintain operational excellence. Occasionally, flexible hours may be required to accommodate committee schedules.

Responsibilities include:

Financial Accuracy & Timeliness

1. Manage accounts payable and receivable processes, ensuring invoices and payments are handled promptly and accurately
2. Perform monthly reconciliations for all accounts and credit card activity to maintain data integrity
3. Enter bank charges and other financial data consistently and accurately to support timely reporting
4. Process the month-end and year-end financial closing
5. Prepare financial statements, analysis of budget vs. actual, and investment analysis

Audit and Tax Preparation & Compliance

1. Assist in preparing and organizing documentation for the annual audit, ensuring readiness well in advance of deadlines
2. Respond to auditor inquiries and collaborate with the Controller to maintain compliance with all regulatory and internal standards
3. Monitor and enforce Internal Controls
4. Prepare tax schedules and assist the tax preparers with the 990 and 990-T

Donor & Fund Management

1. Process weekly gifts and deposits, entering contributions into the donor database with precision
2. Prepare and send gift acknowledgment letters and quarterly pledge reminders to support donor stewardship
3. Maintain accurate records for donor-advised funds, pledges, and grants to ensure transparency and trust

Operational Excellence & Process Improvement

1. Identify opportunities to streamline accounting workflows and implement improvements that enhance efficiency
2. Participate in cross-departmental initiatives to strengthen collaboration and support AAACF's strategic goals
3. Uphold system integrity by following established procedures and proactively addressing potential issues

Position Requirements

Education and Experience

- Minimum three years of professional accounting experience; nonprofit or community foundation experience preferred
- Bachelor's degree in accounting is required
- CPA license is a plus

Technical Competencies

- Superior interpersonal skills
- Exceptional verbal and written communication skills
- Strong proficiency in Excel and accounting software; familiarity with donor management systems (e.g., C-Suite) preferred
- Excellent public speaking abilities
- Good command of modern office software and technologies
- Familiarity with Washtenaw County issues, nonprofits, donors, and communities is preferred

Behavioral Competencies

- **Mission:** Genuine and demonstrated passion for the community and the AAACF vision around diversity, equity, and inclusion. Demonstrated leadership presence to represent the Core Values of the Foundation in the public sphere
- **Communication:** Ability to establish effective relationships with prospective donors, donors, professional advisors, board members, and staff members; incorporate a strong customer service ethic into all activities (a service-oriented mindset is critical); confidentiality and discretion are a must; good sense of humor
- **Teamwork:** Consummate team player; comfortable supporting and leading group efforts; willingness to embrace AAACF's strategic and tactical direction; active manager and mentor for all direct reports; contributes to a positive culture for all AAACF staff
- **Organization:** Highly motivated, self-organized; thrives on handling multiple activities at once; able to prioritize issues on an ongoing basis; great attention to detail; able to handle most office tasks without assistance
- **Professional Maturity:** Able to work independently to achieve objectives and solve problems; an entrepreneurial and creative mindset; a very strong work ethic, as well as integrity and sound judgment

Benefits include:

- Four workdays in the office; one day remote
- Health, dental and vision insurance
- 403(b) plan with contribution matching
- Life insurance
- Short and long-term disability insurance
- Flexible spending and childcare savings accounts
- Paid time off and much more

Compensation

The minimum starting salary for this position is \$75,000; an offer will be based on a candidate's relevant qualifications and experience.

How to Apply

Please submit your resume, cover letter and answers to the questions below to jobs@aaacf.org or apply online [here](#). The cover letter should be addressed to the HR Department. You may also direct questions about this posting to jobs@aaacf.org. (no phone calls, please). Applications will be reviewed on a rolling basis and accepted until the position has been filled.

1. What makes you an exceptional candidate for this position?
2. Why do you want to work at AAACF?
3. Which, if any, of our Core Values resonates with you?

AAACF is an equal opportunity employer.