



Staff Accountant, part-time

August 2024

College Futures Foundation is seeking a part-time Staff Accountant to join our Fiscal/Ops team, working with colleagues across the organization to achieve the Foundation's goals. This non-exempt position has an FTE of 0.75 (28 hours per week) and reports to the Director of Finance and Administration.

About College Futures Foundation

At College Futures Foundation, we believe that securing the postsecondary success of learners facing the most formidable barriers will ensure that all of us can thrive—our communities, our economy, and our state. We believe that the equitable education system of the future, one that enables every student to achieve their dreams and participate in an inclusive and robust economy, will be realized if we are focused, determined, and active in our leadership and partnership.

As a philanthropic organization with an annual \$20M grantmaking budget and as a strategic thought partner with a point of view on postsecondary education, College Futures will play two key roles in the years to come as the postsecondary philanthropic sector continues to develop a shared agenda: focusing the field by elevating ideas, innovations, and changemakers inside and outside public higher education; and brokering relationships among thought leaders and innovators, decision-makers, and expert practitioners with purviews in policy, practice, and funding in postsecondary organizations, education technology and/or workforce systems

Learn more about College Futures Foundation at www.collegefutures.org.

Position Description

Key duties and responsibilities are:

- Perform Treasury functions.
 - Maintain relationships with commercial bankers and the investment custodian.
 - Perform daily bank activities including reconciliations, bank deposits, check issuance, wire transfers, account transfers, stop payments, payroll deductions, retirement deductions, ACH payments, template services and other miscellaneous cash activities associated with bank accounts.
 - Monitor and project operating cash requirements, track cash flow and drawdown for funding.
 - Prepare bi-weekly retirement worksheets (403b, 457b and 401a) for Human Resources Coordinator.

- Monitor bank analysis charges, suggest changes to funding structure as needed to reduce analysis charges, as appropriate.
 - Maintain wire log and process wire requests.
 - Maintain investment worksheet and process monthly entries.
- Assist with month- and year-end closing processes.
 - Prepare and post all monthly cash, investment, and miscellaneous journal entries.
 - Reconcile all cash, investment and selected General Ledger accounts monthly.
 - Maintain historical documents (journal entries, reconciliations, etc.) for cash and investment accounts.
 - Working in conjunction with other Finance & Operations team members, prepare monthly and quarterly reports.
 - Maintain Chart of Accounts and report layouts in Management Reporter.
 - Upload annual budget and verify/update ledger accounts.
- Contribute to external audit.
 - Prepare confirmation letters for investment and bank accounts, and other service providers.
 - Produce reconciliations and analyses to support the year-end audit.
 - Respond to external auditor questions for support data.
 - Maintain bank account documents.
 - Prepare financial reports as directed.
- Serve as the A/P, payroll and Concur backup if other staff are unavailable to perform these duties.
- Complete special projects as assigned.

Required Skills and Experience:

- 3+ years' experience in general accounting and bookkeeping is required. Experience with non-profit accounting is a plus.
- Bachelor's degree in accounting, or equivalent work experience.
- Proficiency in Microsoft Dynamics GP, Microsoft Office (Excel, including writing/editing macros; Word, Powerpoint; and Outlook), and Management Reporter.
- Strong accounting reconciliation skills.
- Ability to manage multiple—sometimes competing—projects, deadlines, and roles effectively.
- Self-driven, responsible, and able to take ownership of projects.
- Ability to communicate effectively in English, both verbally and in writing.
- High degree of accuracy and attention to detail while also being creative, strategic, and able to see how details fit into a larger context.
- Ability to exercise judgement, tact, and discretion when handling sensitive or confidential information.
- An approachable and respectful manner, and an ability to collaborate with people from many different backgrounds.
- A sense of humor, flexibility, and the ability to contribute to a collegial, respectful, and supportive work environment.
- Authorization to work in the US.

Additional Position Details:

This is a flexible and hybrid position, with some required in-person time at the office each month. Accordingly, we are only accepting Bay Area candidates within a typical 75-minute commuting range from our office, located in downtown Oakland (near the 19th Street BART station).

College Futures Foundation is an equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, or sexual orientation.

Compensation and benefits:

College Futures offers competitive compensation and excellent benefits (medical, dental, vision, life, 403b and more). Cost shares for premiums will match the FTE and be prorated to 75%. Annual starting salary for this part-time position is \$61,500 to \$67,500 DOE (75% of the starting salary range of \$82-90k). The salary range is subject to change with the labor market for the position.

To Apply:

Please submit a cover letter and resume via email to jobs@collegefutures.org with the subject line: "Application: Staff Accountant." Close date: 9/23/24. No calls, please.

Invited candidates will be asked to participate in a half-hour Zoom interview with the Director of Finance and Administration. Second-round candidates will be invited to participate in a one-hour interview with one or two staff members who will work closely with the successful candidate. Finalists will interview with the COO and Director of Finance and Administration.