



NEW HAMPSHIRE
CHARITABLE FOUNDATION

Accounting Associate (Gifts & Payables)

Date of Last Revision: 11/20/2024

Title Group: Associate • supports people, a function or group of processes within a department
• has no responsibilities for performance management of staff

Department: Finance **Reports To:** Controller
Status: Full-time | Non-exempt

Position Summary

Primarily Advances Goal III of our : Advancing equity and racial justice by aligning our operations.

The Accounting Associate (Gifts & Payables) reports to the Controller and provides financial and accounting support as well as administrative support related to Finance operations. Primary functions include making bank deposits, gift accounting and acknowledgements, payables entry and payments, credit card expense management, and account reconciliations. Assists in ensuring accurate reporting and appropriate internal control procedures as required by law, generally accepted accounting principles (GAAP), donors, and the Board of Directors.

Essential Job Functions and Responsibilities

Accounting

- Processes contributions: researches and enters gifts and constituents, produces donor acknowledgement letters
- Processes contributions of stock; communicates with staff, donors and/or brokers to obtain details
- Processes admin accounts payable: enters invoices, reconciles, prints and mails checks, prepares and files 1099's
- Processes grants and scholarships payable; reconciles grant system to general ledger including negative cash analysis, prints and/or transmits checks, processes void checks
- Processes cash receipts, voids and grant refunds
- Assists with quarterly close and annual audit preparation

Administrative

- Prepares and delivers bank deposit daily or as needed
- Generates and distributes donor statements; responds to audit confirms
- Reconciles and enters company credit cards and employee expense reports
- Reconciles student aid reports and posts activity to general ledger; prepares default rate and bad debt analysis annually

Other

- Performs other duties as assigned

Essential Knowledge, Skills, and Attributes

- Detailed understanding of donation process (not a requirement of applicants, but related/transferable work experience is preferred)
- Basic understanding of Generally Accepted Accounting Principles that apply to the non-profit industry (not a requirement of applicants, but related/transferable work experience is preferred)
- Ability to handle sensitive and confidential information with discretion and judgment
- Ability to work accurately, efficiently, and independently, as well as ability to work effectively within teams; attention to detail is essential
- Ability to analyze workflow to improve effectiveness and efficiency of operations while working within established internal controls
- Ability to work comfortably in a fast-paced environment and meet established deadlines, including the ability to organize and prioritize multiple tasks and projects
- Effective communication and writing skills, enabling work with a wide variety of internal and external customers in a professional manner
- Belief in the mission and purpose of the New Hampshire Charitable Foundation

Job Characteristics

- Hybrid work schedule
- Shared office environment based in Concord, NH
- May require long periods of time at a computer
- Night work may occasionally be required
- Travel around the state occasionally may be necessary

Essential Qualifications

- Degree in Accounting or Accounting certification, or equivalent combination of education and related work experience, and a minimum of 2 years of professional experience in a related or transferable field
- Strong computer skills in a variety of applications, including accounting systems, MS Office products (especially Excel), email, word processing, Internet, and database systems
- Valid driver's license

Organizational Life

- Participates in the Foundation's organizational life, including department management, improvement teams, and events as required
- Positively demonstrates the values and contributes to the culture of the Foundation
- Demonstrates a commitment to community and the well-being of New Hampshire
- Interacts professionally with other employees and external stakeholders
- Works effectively as a team contributor on all assignments
- Follows all company policies and procedures, as well as all local, state and federal laws concerning employment
- Contributes to a safe and productive environment

Essential job functions and requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position. This job description is general and may evolve over time. The description is

subject to periodic updating. At management's discretion, the employee may be assigned different and/or additional duties or responsibilities.