

**Nathan Cummings Foundation
Staff Accountant Job Announcement**

[The Nathan Cummings Foundation](#) (NCF), located in New York, NY, seeks applications for the position of Staff Accountant to join our Finance team. This role is a full-time position that is available immediately and is a great opportunity for a mission-driven candidate interested in a job in the philanthropic sector that provides stimulating challenges as well as developmental opportunities.

NCF is a multigenerational family foundation, rooted in the Jewish tradition of social justice, working to creating a more just, vibrant, sustainable, and democratic society through our grantmaking in the United States and Israel. We envision a future where all people, in body and spirit, breathe freely, care for each other and flourish in just, regenerative, and loving communities. Our work is strongly grounded in [our values](#): Justice and Equity, Interdependence, Learning and Listening, Courageous Transformation, and Integrity. Our grantmaking focuses on four intersectional areas: an inclusive, clean economy; racial and economic justice; voice, creativity and culture; and corporate and political accountability. In addition to our grantmaking, we are [committed](#) to leveraging 100 percent of our assets toward our mission through impact investing and active ownership.

NCF encourages creative thinking and individual growth in a work environment where all employees, no matter their gender, race, ethnicity, age, sexual orientation, education, disability, genetic information, or background are valued and respected. As a family foundation, NCF's Board of Trustees is actively engaged in the foundation's affairs.

Working Relationships and Role

The Staff Accountant (SA) will function as a highly skilled and trusted member of the Finance team. The SA works with the VP of Finance & Mission Investing (VPF), the Director of Finance & Accounting (DFA) and Finance Assistant (FA) to carry out the foundation's finance and accounting functions. The SA is responsible for the entire accounts payable function, assisting the DFA in accounting for the investment activity of a diversified and innovative portfolio, and most day-to-day accounting activities to support the work of the foundation. This position will also provide accounting support for highly innovative work that NCF is doing in pursuit of mission-aligned investment.

The SA regularly interacts with members of the foundation's staff in a highly collaborative environment. The SA will also liaise with the foundation's public accountants, custodian bank, and vendors or consultants as needed to perform the responsibilities described below.

PRINCIPAL RESPONSIBILITIES INCLUDE:

- Process timely and accurate payments to NCF's vendors, consultants, and grantees on a weekly basis, including review of all transactions for compliance with policy, contract terms, etc.
- Maintain NCF's vendor file, including onboarding and any required documentation, and serve as a primary point of contact for all billing inquiries.
- Maintain NCF's contract file; ensure compliance with the contract, invoice & payment policy for all consulting contracts; track actual costs vs budgeted amounts.

- Assist the Director, Finance & Accounting (DFA) with a timely monthly closing process, including budget-to-actual variance and account analyses; Generate and distribute monthly departmental reports.
- Prepare monthly reconciliations and journal entries for the DFA's review, including:
 - Prepaid, accruals and payables
 - Bank accounts
 - Grants expense and payables
 - Other balance sheet and income statement accounts as required
- Work closely with the DFA to review and accurately record all investing activity, including:
 - Download and review monthly reports from the custodian bank
 - Prepare monthly journal entries to record all investment activity for the DFA's review
 - Assist the DFA with preparing reconciliations between custodian statements, investment manager statements and the GL
- Administer the foundation's corporate credit card program and process staff expense reports, including:
 - Review all staff expense reports for compliance and accuracy (Expensify)
 - Reconcile expense reports with corporate credit card statements each month
 - Ensure activity is recorded in an accurate and timely fashion in the GL
 - Follow up with staff members as needed
- Maintain NCF's fixed assets sub-ledger and prepare depreciation entries.
- Assist the DFA and Public Accountants in maintaining compliance with all applicable tax entities, including:
 - Prepare NCF's annual 1099-MISC reports and file with the IRS
 - Conduct correspondence with state agencies
 - Assist with annual business-related filings
- Support the Finance team during NCF's annual audit, including:
 - Prepare schedules as requested by the DFA and Public Accountants from the PBC List
 - Prepare confirmation letters to NCF's bank, investment managers and grantees
 - Maintain the audit file and provide other information as requested
- Support the Finance team during NCF's annual budget process.
- Support the DFA in making optimal use of the foundation's accounting software (Sage Intacct).
- Assist the DFA with continuous process improvement and documentation.
- Participate in setting priorities and goals for the finance team.
- Perform other duties and assist with ad hoc projects as assigned.

Qualifications

- Bachelor's degree required; Accounting or equivalent area of study preferred.
- Minimum three to five years of general accounting experience with general ledger level of responsibility.
- Must be well-organized, able to multi-task, and possess exceptional attention to detail.
- Must possess high degree of expertise with Microsoft Office suite, especially Excel; previous experience with Sage Intacct, Bill.com, and/or Expensify is a plus.
- Individuals with a background in the non-profit sector and/or an authentic commitment to the foundation's mission are strongly preferred.
- Must be able to handle sensitive information, maintain strict confidentiality and act discretely.

- Must possess strong organizational skills, including time management and exercise of good judgment to manage competing priorities and deadlines.
- Must be able to operate independently and with minimal supervision while also able to embrace a collaborative team environment with diverse perspectives and team members from all walks of life.
- Must possess effective interpersonal and communication skills, able to navigate conversations with staff members at all levels around policy and compliance in ways that are respectful and promote understanding.

Compensation and Benefits: Salary \$80,000.00 - \$90,000.00 annually, plus generous benefits including retirement plan, foundation-paid medical, vision and dental insurance coverage, TransitChek, long-term disability and life insurance, vacation and holidays, professional development and tuition reimbursement funds.

To Apply: In one PDF file, please send a cover letter explaining why this position would be great for you and vice-versa; a current resume and a cover letter, three references (at least two professional); and any other information that might be useful in evaluating your candidacy for this position. Please submit applications to recruit@nathancummings.org. The application review process will start immediately and continue until the position is filled. No telephone calls, please.

Hiring policy - The Nathan Cummings Foundation is an equal opportunity employer that participates in fair-chance hiring practices, and candidates of all backgrounds are encouraged to apply. As an organization deeply committed to diversity of experience, NCF values and welcomes candidates from a wide range of personal and professional backgrounds, including community-based organizations, policy organizations, government, national nonprofits, or the private sector.

Location – This position is fully remote, with the option to work in the office until December 31, 2021. Effective January 1, 2022, candidates may be required to work in a hybrid capacity from our office, located in New York.

This is an exempt position.
