The Wagnalls Memorial Foundation
Job Description for the Foundation Accountant

Job Title: Accountant
Department: Foundation
Supervisor: Executive Director and Board of Directors
Status: Part-time, regular

The Accountant is key to the success of The Wagnalls Memorial. The Accountant works closely with the Executive Director and Board of Directors. The Accountant is responsible for supporting the board and staff in fulfilling the primary mission of the Wagnalls Memorial as an educational, cultural and community center for Lithopolis, Bloom Township, and surrounding areas. This position reports directly to the Executive Director and works with the Board of Directors. In particular, the duties of the Accountant will include but not be limited to:

Accounting Duties:

- Prepare and process all Accounts Receivable and Accounts Payable transactions and maintain files,
- Make all deposits and transfers for the Foundation,
- Reconcile monthly bank statements,
- Reconcile and enter investment transactions,
- Enter all General Ledger transactions and maintain the General Ledger and all Foundation corporate records,
- Support cultural art and fundraising programs with ticketing/registration platforms,
- Preparing various tax forms throughout the year, such as sales, employer, etc.,
- Assisting the CPA in preparation of Federal and State Income Tax Forms and year-end financials when requested,

Board of Directors:

- Preparing reports for the Executive Director and the Board of Directors, monthly and as requested,
- Working with the Executive Director in preparing the Annual Budget for the Foundation and tracking the budget throughout the year,
- Act as secretary for all Board Meetings and maintain official Foundation records,

Human Resources:

- Onboard new staff with timekeeping, payroll, and benefits,
- Process bi-weekly payroll with payroll services and verify tax reporting,
- Manage personnel benefits and worker's compensation reporting and payments,
- Maintain all personnel files,
- Execute employee and volunteer background checks, both initial and follow-up checks
- Attend staff meetings as scheduled,

Performing any and all other related duties as reasonably requested by another employee or required by the supervisor.

Qualifications:
To perform this job successfully, the Accountant should demonstrate competence in the areas listed below. In particular, the knowledge, skill, ability, and attributes of the Accountant should include but not be limited to:

- The ability to adeptly use a computer including Microsoft Office products, QuickBooks, and web-based applications
- Knowledge of accounting including reconciling General Ledger through month-end
- Familiarity with non-profit fund accounting, payroll processing, and government reporting procedures
- Detailed data entry and strong organizational skills
- Excellent communication skills both oral and written
- The ability to keep confidentiality in handling sensitive information
- The ability to manage several deadlines at once and complete them successfully
- The ability to work independently, yet also be able to collaborate with other staff and CPA
- Able to sit for long periods of time, walk some distance, climb stairs and ladders, carry up to 20 pounds, handle repetitive hand usage, tolerate significant periods of screen time, hear to use telephone and in meetings to record conversations