

**GSW Foundation, Inc.**  
**Position Description for Accountant**  
July 2020

**Nature of Work:**

Work involves performing duties that require a working knowledge of accounting procedures and bookkeeping principles. Employee works within established accounting systems and procedures. Work involves the responsibility for the maintenance of a complete set of minor and major accounts, as well as reconciliation of the gift pledges system. Work is reviewed by supervisor for overall standards of performance and is subject to an annual audit. The Foundation uses the Financial Edge software for accounting purposes and the Raiser's Edge for gift receipts purpose. The accountant has a working knowledge of each of these modules.

**Illustrative Examples of Work:**

- Works with and reports officially to the Executive Director/Assistant Vice President for Advancement and Treasurer/Chair of Finance Committee
- Works with Advancement Services Manager and university personnel in the receipt and maintenance of Foundation funds
- Performs fund accounting
- Responsible for obtaining bank signature cards as needed
- Produces financial reports monthly
- Perform Human Resource issues such as:
  1. Performs all payroll duties for Foundation employee(s)
  2. Collects health and dental insurance applications, retirement applications, and tax forms for submission.
  3. Ensures that employees applying for benefits are qualified to receive them
  4. Prepares IRS 1099 forms and submit them to the federal and state governments yearly
  5. Prepares W-2's and performs year end reconciliation for payroll information
  6. Prepares IRS 5500 forms for Flex and defined retirement program and submits them to the federal government yearly
  7. Prepares reports for the Benefits Committee for compensation and benefits issues
- Other functions include:
  1. Answers questions regarding gifts and laws about receipt of gifts
  2. Creates vouchers for accounts payable entry into the accounting system
  3. Journal entries and other account balancing entries in preparation of monthly and yearly closings for financials
  4. Produce spreadsheet reports based on financials for board members monthly
  5. Produce fund balance reports for University department heads
  6. Produce budget balance reports for the University business office
  7. Transfer funds to and from investment managers and local banking institutions
  8. Creates journal entries for distribution of interest and income to proper fund
  9. Balance bank statements monthly
  10. Balance pledges

11. Produce and provide check registers as needed
12. Preparation of financials and special reports or presentations to the full board
13. Create spread sheets to determine annual spending rate for quasi-endowments and other endowments
14. Prepares funds available reports for scholarships and other funds
15. Work with auditor to ensure proper accounting procedures
16. Performs year-end closing procedures after audit is complete
17. Works with Raiser's Edge - gift receipts and reporting module

**Desirable Knowledge, Abilities and Skills:**

- Considerable knowledge of bookkeeping principles and procedures, and a sound understanding of a well defined sub-system within a large and complex accounting system
- Considerable knowledge of modern office practices, procedures and equipment
- Ability to make complex and varied mathematical computations
- Well versed in Microsoft Excel, experience in accounting software (i.e. Quick Books), and word processing

**Contacts**

- Contacts are typically with Georgia Southwestern Foundation and Advancement staff, members of the GSW Foundation Board of Trustees, and GSW Department Heads/Fund Managers

**Physical Demands**

- The work is typically performed while sitting at a desk or table.
- The work is typically performed in an office.

**Minimum Requirements:**

- Bachelor's degree in accounting
- Five to seven years accounting experience (preferably fund accounting), bookkeeping, and related clerical work; and / or equivalent combination of training and experience.

To apply for position submit resume, cover letter and references to the GSW Foundation email address at [foundation@gsw.edu](mailto:foundation@gsw.edu).

