Position: Staff Accountant

Reports To: Chief Financial Officer

Salary: Starting at $60,000

FTE: 1.0 FTE

Benefits: (Full-Time) Medical, FSA, HSA, Dependent FSA, Limited FSA, Vision, and Dental Benefits
Employee Assistance Program
Retirement Plan with Employer Matching
Paid Maternity (Childbirth) and Parental Leave

Summary and Background:

The Staff Accountant supports The Foundation for Delaware County’s finance team through financial reporting for federal, state, local and corporate grant funding received by the foundation to support the public health programs. The Staff Accountant will also support the finance team through financial reporting for fiscally sponsored groups under The Foundation for Delaware County. This position works closely with the foundation’s CFO, Controller, and the staff from the public health programs.

Duties and Responsibilities:

Grant Fund Accounting

- Coordinate and submit all grant financial reporting to appropriate governmental agencies.
- Work closely with program staff and the Director of Philanthropy, Corporate, and Government Relations to develop grant budgets for all grant funding sources.
- Ensure all financial records of grant funds are maintained accurately and produced on a timely basis.
- Perform analysis of grant expenditures against budget.
- Ensure compliance reporting to governmental agencies is completed in an accurate and timely manner.
Fiscal Sponsorship Accounting

- Perform monthly and year-end financial reporting for fiscally sponsored groups.
- Perform general ledger maintenance for all fiscally sponsored groups.
- Analysis of expenses against budgets.
- Work closely with fiscal sponsorship personnel in the set-up and continued maintenance of the funds.

QUALIFICATIONS:

- Bachelor’s degree in accounting or finance with at least 5 years of progressive experience; CPA or MBA is preferred.
- Significant experience in or knowledge of nonprofit accounting, including sophisticated fund and grant accounting, compliance and reporting for multiple funding sources.
- Knowledge of automated financial systems and system integration with non-financial applications. Experience with Community Suite a plus.
- Proficiency in MS Office Suite, with advanced working knowledge of Excel.
- Thorough knowledge of GAAP including the accounting cycle, monthly and year end closing, financial reporting, and analysis. Experience with cost allocations a must.
- Demonstrated planning, decision-making, and problem-solving capabilities.
- High attention to detail with the ability to multi-task.
- Strong ability to work effectively as a member of a diverse team and ability to work in a small, fast-paced office environment and manage multiple tasks.
- Strong written and verbal communication skills.
- Ability to maintain a high level of confidentiality, tact, and professionalism.
- Physical Requirements: Prolonged periods sitting at a desk and working on a computer.
- Will need to use your own reliable transportation to travel across the county and region to business-related activities and events. Mileage reimbursement is available at the approved IRS mileage rate.

The Foundation for Delaware County has the following mandates:

- Annual Influenza Immunization (during flu season)
- All new hires must have the COVID-19 (updated vaccine) the Bivalent before their start date.

As an organization with public health programs, we must continue to protect the safety of our clients, our community, and ourselves by doing all we can to reduce the impact of COVID-19 and the Influenza disease.
About The Foundation for Delaware County

As a community foundation, The Foundation for Delaware County encourages philanthropy and partners with others to lead initiatives and programs that address the issues and challenges faced by Delaware County and its people.

The Foundation invests in nonprofit organizations that align with our mission of improving the well-being of the county’s diverse residents. With headquarters in Media and service sites in Eddystone, Upper Darby and Springfield, the foundation operates public health programs, including Healthy Start, the WIC nutrition program, and Nurse-Family Partnership. Other programs include El Centro (a Hispanic resource center), a health resource center for students in the Chester Upland School District, and the Housing Opportunities Program for Equity (HOPE). To learn more, visit www.delcofoundation.org.

The Foundation for Delaware County is an Equal Opportunity Employer with a high-performance and continuous improvement culture that values learning and a commitment to quality. We use a supportive and collaborative approach in our internal operations and throughout our work in Delaware County.

Interested applicants should send a resume and cover letter to:

HumanResources@delcofoundation.org