

Heifer International Foundation POSITION DESCRIPTION

Position: Asset Management Accountant

Reports To: VP of Asset Management

FLSA Status: Exempt, Fulltime

Function: To provide accounting services to Heifer International Foundation (HIF)

Heifer International Foundation is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, gender identity, sexual orientation, age, status as a protected veteran, among other things, or status as a qualified individual with disability.

Essential Responsibilities:

- A. Provide for and ensure the proper recording and accounting of receipts, disbursements and investments related to all Foundation accounting.
- B. Process and ensure the accurate accounting and payment of beneficiary distributions monthly for annuities and trust beneficiaries as provided in the gift agreements.
- C. Make bi-weekly retirement plan contributions for all employees through retirement plan provider.
- D. Prepare payments for payroll liabilities incurred: journal entries for all payroll-related expenses.
- E. Reconcile investment, bank and general ledger accounts, including but not limited to money market (checking) accounts and broker managed investments, receivables, liabilities, and contributions.
- F. Conduct monthly reconciliations and analysis related to balance sheet and income statement accounts.
- G. Ensure timely preparation and accuracy of financial reports that are provided for management and the board.
- H. Ensure generation, preparation and distribution of annual filings required by federal and state laws, including but not limited to 1099's to annuitants and the IRS.
- I. Appropriate and timely annual reports are provided to trust beneficiaries.
- J. Assist in preparing various reports for annual audit as directed by the Vice President of Asset Management.
- K. Process stock gifts made by donors to the organization.
- L. Ensure that written accounting policies and procedures are maintained, followed and in accordance with current Generally Accepted Accounting Principles.
- M. Preparation and filing of state registrations (Foreign Corporation, Solicitation, & Annuity registrations)
- N. Assist with organization of accounting records and files, including scanning and organization of electronic documents.
- O. Provide support to Heifer International MGO's for planned giving as needed.
- P. Reconcile Finance systems with various Foundation recordkeeping resources.
- Q. Assist staff with accounting related questions, research, etc.
- R. Perform other job-related responsibilities as assigned.

Education and/or Experience:

Bachelor's degree in accounting or related field required. Two (2) years accounting experience in a general accounting position requiring application of accounting principles and practices preferred, but not required. Other job-related experience may be substituted for part of these basic requirements.

Knowledge, Skills and Abilities:

- a) Knowledge at an advanced level of generally accepted accounting principles.
- b) Knowledge of not-for-profit accounting.
- c) Knowledge of trust accounting desired.
- d) Knowledge of administrative systems and internal controls.
- e) Skill at applying accounting theory and principles to practical problems.
- f) Skill at producing accurate and detailed information.
- g) Skill at communicating information to all levels of personnel, including management.
- h) Skill with a variety of computerized accounting systems.
- a) Skill with Microsoft Excel. Advanced skill preferable.
- i) Skill at reconciliation, accounting problem solving and research.
- j) Skill at working with auditors and the audit process.
- k) Ability to read and understand financial statements.
- l) Ability to foster good relationships with service providers.
- m) Ability to establish priorities, achieve deadlines, and make sound judgments.
- n) Ability to understand charitable annuities and trusts, and other gift planning vehicles.
- o) Ability to learn and master HIF trust and annuity accounting software, planned giving orientation software, and Heifer International/HIF donor database.
- p) Ability to determine proper accounting treatment of transactions.
- q) Ability to perform as an effective team member and work cooperatively with a diverse staff.
- r) Ability to foster and maintain a spirit of unity, teamwork, and cooperation among all personnel.
- s) Sensitivity in working with multiple cultures and beliefs and to gender equity.
- t) Ability to maintain confidentiality.

Physical Demands:

Extensive computer use, including keyboard and mouse.

Work Environment:

Normal office environment; noise level low to moderate.

This document does not create an employment contract, implied or otherwise, other than an "at will" relationship. Heifer Foundation is an Affirmative Action Equal Employment Opportunity employer.