

GULF COAST COMMUNITY FOUNDATION

Together with our donors, our team boldly and proactively transforms our region – *and you can too.*

For nearly 30 years, Gulf Coast Community Foundation has partnered with generous donors, dedicated community partners, and an innovative team of talented employees who are empowered to identify needs in our community and lead strategic efforts to transform them. Gulf Coast is headquartered in Venice, FL and has a Philanthropy Center in Sarasota, FL. The foundation has granted over \$575 million in health and human services, civic and economic development, education, arts and culture, and the environment. Gulf Coast was named one of the "Best Nonprofits To Work For" nationally. To learn more visit GulfCoastCF.org and follow us on Facebook at [@GulfCoastCommFnd](https://www.facebook.com/GulfCoastCommFnd).

Job Description: Senior Accountant

Reports to: Controller

Status: Full-time, Exempt, Salary

Salary Range: From \$73,600-\$92,000

To Apply: Send resume to: jointheteam@gulfcoastcf.org

The **Senior Accountant** is an essential member of the Finance, Accounting and Technology Team. Under supervision of the Controller, this position plays a crucial role in maintaining the organization's financial integrity through management of core accounting processes, financial analysis, compliance, and transactional financial operations. The Senior Accountant supervises the team that handles day-to-day transactional operations, ensuring accurate financial reporting and support of the organization's philanthropic mission through precise handling of financial transactions and analysis. Through strategic financial insights and maintaining strong controls, this role directly contributes to Gulf Coast Community Foundation's ability to make a positive impact in our community.

Essential Duties and Responsibilities

- Oversee day-to-day financial operations and supervise financial operations staff members.
- Support monthly and year-end close processes through systematic review and posting of accounting activities, ensuring accuracy and timeliness of financial reporting.
- Prepare and analyze financial statements, including profit and loss statements, in accordance with GAAP.
- Oversee daily bank-to-GL reconciliations and monthly bank statement reconciliations.
- Manage the gift administration process, including valuation of securities, processing of stock sales, and coordination of gift acknowledgments.
- Administer charitable gift annuities and charitable remainder unitrust payments, ensuring accurate quarterly disbursements.
- Execute comprehensive grants payable, accounts payable and receivable operations, including processing electronic payments, managing ACH transactions, and maintaining payment accuracy.
- Oversee fixed asset records and generate depreciation entries to ensure proper asset management.
- Monitor credit card activities, ensure appropriate documentation and approval processes.
- Serves as back up to Investment Analyst.

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Compliance and Reporting

- Manage preparation and submission of regulatory filings, including property tax returns, 1099s, intangible tax returns, and sales and use tax.
- Support external audit and Form 990 processes through preparation of comprehensive audit schedules and supporting documentation.
- Ensure compliance with GAAP and organizational accounting policies.
- Monitor and validate donor and agency account information to maintain data integrity.
- Contribute to the development and implementation of internal controls and risk management strategies.

Financial Analysis and Planning

- Conduct regular financial analysis to identify trends, patterns, and areas for improvement.
- Develop and maintain financial models to support decision-making processes
- Generate insights from financial data to inform strategic planning
- Provide recommendations for process improvements and efficiency gains
- Support budgeting and forecasting activities with detailed analysis

Stakeholder Relations and Process Optimization

- Provide outstanding service to internal and external stakeholders
- Coordinate with internal stakeholders to gather necessary documentation and approvals
- Collaborate with cross-functional teams to support financial planning and decision-making
- Identify and implement process improvements in accounting operations and financial reporting
- Leverage accounting software and technology to enhance efficiency and accuracy
- Maintain professional relationships with external partners, including auditors and financial institutions

Staff Supervision and Talent Management

- Hire, train, supervise and evaluate the team that handles day-to-day transactional operations.
- In collaboration with the Controller, supervise the transactional operations team, develop high-performance staff through annual performance evaluations, job descriptions, and development plans, and recommend compensation aligned with organizational goals and performance.

Required Education and Experience

- Bachelor's degree in accounting or finance; Certified Public Accountant (CPA)
- 5-7 years of experience in an accounting/finance; 2-3 years of supervisory experience
- Strong knowledge of generally accepted accounting principles (GAAP)
- Proficiency in financial management systems and advanced Microsoft Excel skills
- Strong analytical capabilities with demonstrated ability to identify data patterns and trends
- Excellent attention to detail and commitment to accuracy
- Proven ability to manage multiple priorities in a fast-paced environment
- Strong communication and interpersonal skills
- Demonstrated commitment to maintaining confidentiality of sensitive information
- Experience with electronic payment systems and banking platforms
- Ability to work independently while contributing effectively to a multi-disciplinary team
- Strong organizational abilities and project management skills.

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Preferred Qualifications

- Experience with non-profit accounting and fund accounting
- Knowledge of charitable gift instruments (securities, annuities, trusts)
- Familiarity with relevant federal, state, and local regulations for non-profit organizations
- Experience with audit preparation and regulatory filings
- Understanding of database management and financial reporting systems
- Experience in stakeholder management and relationship building

General Physical Requirements

- Sedentary work: exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently to move, transport, position, install or remove objects weighing up to 10 pounds across office or various outdoor locations.
- Sedentary work involves remaining in a stationary position most of the time. Occasional moving about and maneuvering objects. Occasionally moves items weighing up to 10 pounds, exerting over 10 pounds of force. Recurrent repetitive motion (such as typing) is involved in performing this role.

Working Conditions

- This is a hybrid position, with the expectation of at least 2 days per month working on-site. In coordination with the supervisor, splitting work time between remote and on-site work. Ability to work from multiple locations is necessary.
- The employee is not substantially exposed to adverse environmental conditions. Events may take place off-site and may necessitate exposure to weather elements.

WHY WORK AT GULF COAST COMMUNITY FOUNDATION?

EXPERIENCE - We are empowered to deliver an exceptional (+1) experience to our donors, nonprofit and community partners, Board of Directors, and colleagues. Our mission is Together with our donors, we transform our region through bold and proactive philanthropy. **WORKPLACE** - Our hybrid workplace, digital communications, and open office space encourages interaction, communication, and collaboration. We create intentional opportunities for our team to connect to foster transparency, collaboration, and sharing of information. **CULTURE** - Our cohesive culture is sustained through our high-trust environment where employees are encouraged to identify and develop knowledge and skills, take measured risks, and push boldly into the future. Our values are Integrity, Leadership, Collaboration, and Excellence. **TECHNOLOGY** - We have integrated advanced technology and provide employees with the tools needed to succeed while working in a hybrid environment.

EXCELLENT AND AFFORDABLE STAFF BENEFITS – COVERAGE BEGINS ON DAY ONE, health, telehealth, dental, vision and supplemental benefits (some options at no cost for employee coverage), No-Cost Life, AD&D, Short-Term and Long-Term disability insurances, monthly cell phone allowance, travel and mileage reimbursement for work-related activities, **SUBSTANTIAL LEAVE TIME** including **200 hours (or 25 days) of PTO annually**, no waiting period (pro-rated for the current year), with rollover eligibility, **12 full-day and 2 half-day PAID HOLIDAYS**, modified medical and family leave, paid family leave, paid time off to vote and for poll volunteers, **EXCEPTIONAL 401K PLAN (Up to 4% employer match** after 90 days; + discretionary contribution of up to an additional 5% following completion of 12 months of continuous employment), **STAFF AND ORGANIZATIONAL DEVELOPMENT INVESTMENTS**, free and confidential employee assistance program.

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About the area: Gulf Coast is headquartered in Venice, Florida and our Philanthropy Center is in downtown Sarasota, Florida, both in Sarasota County. Sarasota County is on Florida's West coast, with miles of beautiful beaches along the Gulf of Mexico. Along with our beautiful beaches, no state income tax, and rapidly growing population, the area provides an idyllic opportunity to live and work in paradise.