

**Job Posting: Staff Accountant**

**Location:** Springfield, Ohio

**Organization:** The Springfield Foundation

**About the Springfield Foundation:**

The Springfield Foundation is a nonprofit public charity dedicated to creating and maintaining a permanent charitable endowment that supports the evolving needs and long-term well-being of the community. Established in 1948, we provide individuals, families, and organizations with a cost-effective, professionally managed platform to fulfill their philanthropic goals. Our work sustains a lasting source of charitable capital for the community, focusing on educational scholarships and grants for local nonprofit organizations.

If you are passionate about accounting and want to contribute to a dynamic nonprofit organization, we encourage you to apply!

**Position Overview:**

We are seeking a **Staff Accountant** to join our dedicated team. This position will be responsible for managing the financial record systems of the Foundation, including auditing services, recordkeeping, and preparing financial statements to support the management team.

**Key Responsibilities:**

- Maintain the general accounting system for the Foundation and QuickBooks for related nonprofit entities under the direction of the Financial Officer.
- Prepare bank deposits and assist with accounts receivable by regularly reviewing contribution reports and matching them with bank deposits.
- Maintain accurate and timely accounts payable records.
- Assist in data entry tasks and ensure the accuracy of all financial records.
- Oversee the Foundation's checking account, ensuring its accuracy and timeliness.
- Conduct general ledger account reconciliations and investigate discrepancies.
- Assist in preparing monthly, quarterly, and annual reports for agency funds.
- Conduct research on contributions and grant records as needed.
- Assist in year-end closing, annual audit preparation, and filing of nonprofit 990 tax returns.
- Prepare computerized spreadsheets, models, graphics, and reports as required.
- Participate in other projects and activities as assigned by the Financial Officer.

**Qualifications:**

- Bachelor's degree (preferred) in Finance, Accounting, or a related field.
- Proficiency in QuickBooks and Microsoft Office Suite (Outlook, Word, Excel, PowerPoint).
- Excellent interpersonal, written, and verbal communication skills.
- Ability to maintain confidentiality and exercise discretion.
- Strong independent judgment, initiative, and the ability to prioritize tasks effectively to meet deadlines.

- Flexibility, forward-thinking, and self-sufficiency are key traits for success.
- Experience with nonprofit accounting or community foundation accounting is a plus.

**Position Type:**

This is a **non-exempt** position with a **salary range of \$50,000 - \$60,000**.

**Benefits:**

The Springfield Foundation offers a comprehensive benefits package, including:

- Medical, life, and disability coverage
- Paid time off
- 401(k) plan with employer contribution
- Parking

**How to Apply:**

Please submit your resume and cover letter to **[susan@springfieldfoundation.org](mailto:susan@springfieldfoundation.org)**.

Join us in making a lasting impact on the community!