



JOB POSTING

Job Title: Staff Accountant

Job Type: Full-time, Non-Exempt

Reports To: Senior Accountant

Position Summary

The staff accountant will be responsible for managing the day-to-day financial operations of Lincoln Foundation, including recording transactions, cash receipt entries, preparing journal entries, managing accounts payable and receivable, and ensuring compliance with generally accepted accounting principles (GAA) for non-profits, and adhering to specific donor restrictions and grant regulations, all while supporting the organization's mission and goals.

Key Responsibilities:

Financial Data Entry and Reconciliation:

- Accurately record all financial transactions in accounting software, including donations, grants, expenses, and revenue.
- Reconcile bank statements and credit card transactions to ensure accuracy.
- Perform daily, weekly, and monthly account reconciliations.

Accounts Payable and Receivable Management:

- Process invoices from vendors, ensuring proper approvals and coding.

Financial Reporting:

- Assist in preparing monthly, quarterly, and annual financial statements including balance sheets, income statements, and cash flow statements.
- Generate reports for management and the board of directors, highlighting key financial trends and performance indicators.

Grant Management:

- Track grant funding, ensuring compliance with grant reporting requirements and donor restrictions.

Budgeting and Forecasting:

- Assist in developing annual budgets and monitor spending against budget allocations.
- Assist in preparing financial projections and forecasts as required.

Compliance and Audit Support:

- Ensure adherence to all applicable non-profit accounting standards and regulations.
- Coordinate with external auditors to facilitate annual financial audits.

Other Duties:

- Maintain accurate financial records and documentation.
- Assist with payroll processing, as needed.
- Participate in internal control reviews to safeguard assets.
- Collaborate with program staff to understand financial implications of program activities.

Required Skills and Qualifications:

- Bachelor's degree in accounting is **highly desired**. Work experience may be considered in lieu of a 4-year degree.
- Nonprofit accounting experience is **highly desired**.
- Strong understanding of Generally Accepted Accounting Principles (GAAP) for non-profit organizations.
- Experience with accounting software (e.g., Financial Edge, Paycor, QuickBooks).
- Proficiency in Microsoft Office - Excel, Word and Outlook.
- Excellent attention to detail and ability to work independently.
- Strong analytical and problem-solving skills.
- Excellent communication and interpersonal skills to interact with diverse stakeholders.
- Passion for the non-profit mission and commitment to ethical practices.
- Willing to work occasional weekends to support the education department and events at universities.

The annual pay rate ranges between \$60,000 and \$70,000, and the offer amount is determined by the candidate's education, qualifications, and experience.

ABOUT US:

Lincoln Foundation in Louisville, KY, provides educational enrichment programs to support youth in overcoming social and economic barriers to achievement. The organization's signature program, The Whitney M. Young Scholars Program, assists high-potential underserved students in achieving academic success through high school graduation and college admission. The College Enrichment Transition Program supports students during the challenging transition from high school to college, with a focus on successful matriculation toward a college degree.

To apply, please submit your resume to: careers@lincolnfdn.org

Lincoln Foundation is an equal-opportunity employer.

Benefits:

- Retirement Plan - SIMPLE IRA
- Health, Dental and Vision Insurance
- Short-Term & Long-Term Disability
- Employee Assistance Program
- Life insurance
- Paid Time Off
- 11 Paid Holidays