

Job Opening

Please send resumes to:
Northwest Arkansas Community Foundation
Care Foundation, Inc.
800 Founders Park Drive
Springdale, Arkansas 72762
Phone: 479.361.4624
Email: Terri@nwacf.org

Position: Accountant
Reports to (position): CFO
Supervisor's Name: Nan Schoonover
Status: Regular exempt employee
Start Date: April 1, 2008 (new position)

The mission of Care Foundation is to enrich the quality of life in northwest Arkansas by maximizing and effectively using our assets.

Care Foundation, Inc. (CF) was founded in 1998 with funds from the sale of Northwest Health System, including Northwest Medical Center in Springdale and Bates Medical Center in Bentonville, Arkansas. CF makes grants through a Request for Proposals process, and the areas of interest selected by the board are: Capacity Building for Nonprofit Agencies, Education, Health, and Immigration. At the end of 2007, Care Foundation had made approximately \$34,000,000 in contributions to northwest Arkansas nonprofit organizations.

Care Foundation is a Type III Supporting Organization to the Northwest Arkansas Community Foundation (NWACF) and all staff have responsibilities in both organizations.

The mission of Northwest Arkansas Community Foundation is to connect donors to their charitable passions.

NWACF helps donors fulfill their charitable goals by providing information on important local charitable issues and by matching these donors with the nonprofit organizations that best address their interests. The Foundation began operations in 1998 and ended 2007 with \$16.4 million in assets under management in 107 funds. The community foundation and our donors made more than \$1,900,000 in grants to a variety of nonprofits in 2007 and have made more than \$8.3 million in cumulative grants since our founding.

Position Description (purpose):

The accountant manages the accounting functions of the Foundation, assuring that all national standards for accountability and accuracy are met and conducting analysis for internal and external users. S/he directs office technology and data management. S/he is expected to operate independently and collaboratively in a manner consistent with the mission and values of the Foundation.

Responsibilities:

- Working with the CFO, operate and implement data management and accounting systems by:
 - Maintaining accurate and timely accounts payable records, including check preparation
 - Allocating all investment earnings and fees on a monthly, pro-rata basis

- Preparing monthly, quarterly, and annual financial statements for all funds for review
- Completing accurate and timely information for the annual audits, ensuring that the audit process is efficient and effective
- Coordinating and implementing changes and enhancements to the FIMS database
- Maintaining fixed asset schedule with appropriate depreciation
- Manage office operations in the following areas:
 - Overseeing contracts for maintenance of office space and equipment leases
 - Oversight of all insurance needs, assuring adequate coverage
 - Oversight of corporate credit card approvals, issuance, and cancellations
- Support the Donor Services functions of Northwest Arkansas Community Foundation
 - Process grant recommendations from Donor Advised Funds, including verification of nonprofit status and charitable intent
 - Process withdrawal requests from Agency Endowment funds
- Support the Grants Management functions of Care Foundation
- Technology
 - Manage the purchase and upkeep of all office computers and software

Position Standards:

Education:

A college degree in business administration with emphasis on accounting and finance

Other Specialized Knowledge and Skills:

Accounting principles knowledge needed as well as proficiency in use of computer office products and computerized accounting and reporting systems

Experience:

A minimum of five years experience in business or nonprofit administration, including accounting, data management, and reporting responsibilities

Learning Period: Minimum of one year

Percent of Time Spent Traveling: Approximately 5%

Attributes/Performance Skills

Communication:

Oral Communication/Oral Presentation – speaks clearly and expresses self well in groups and in one-on-one conversations; demonstrates attention to and conveys understanding of the comments and questions of others.

Written Communication – Conveys information clearly and effectively through formal and informal documents; reviews and edits written work constructively.

Management:

Decision Making – Makes timely and sound decisions; makes decisions under conditions of uncertainty, and gathers information quickly in order to make decisions.

Problem Analysis – Gathers relevant information; considers a range of issues and factors; grasps complex problems or issues; seeks input from others; uses effective logic in analyses.

Quality Focus – Defines quality standards and evaluates processes based on those standards.

Strategic Approach – Considers a range of internal and external factors in making decisions.

Planning and Organizing – Develops long and short-range goals and objectives that are realistic and achievable; integrates planning efforts across work units.

Leadership:

Action Orientation – Addresses issues in a timely fashion; acts decisively.

Influence – Gains support from others; mobilizes people to take action.

Team Approach:

Leading Teams – Fosters the development of a common vision; provides clear direction and priorities; clarifies roles and responsibilities.

Promoting Teamwork –Fosters collaboration among team members and among teams; uses teams to address relevant issues.

Managing Conflict – Brings substantive conflicts and disagreements into the open and attempts to resolve them collaboratively; builds consensus.

Professional Knowledge/Global Awareness

Organizational Awareness – Understands the organization’s mission, strategies, strengths, and weaknesses; promotes safety; follows Foundation policies and all state and federal laws.

Professional Knowledge/Global Awareness – Has the technical knowledge required to do the job. Understands the impact the job and Foundation play in the community.

Personal Effectiveness

Adaptability – Handles day-to-day work challenges confidently: is willing and able to adjust to multiple demands, shifting priorities, ambiguity, and rapid change; shows resilience in the face of constraints, frustrations, or adversity.

Initiative – Conveys a sense of urgency; persists despite obstacles and opposition; sets high standards of performance; pursues aggressive goals.

Integrity - Demonstrates leadership and sound ethics; shows consistency among values and behavior; builds trust with others and follows through on commitments.

Sense of Humor – if you don’t have this, none of the rest of it matters!