

Accounting and Finance Manager

Berks County Community Foundation is a nonprofit organization whose mission is to promote philanthropy and improve the quality of life for the residents of Berks County. With a long-standing presence in the community, a strong financial foundation, and experienced leadership, the Community Foundation offers an environment of stability, purpose, and opportunity for professionals who bring talent, judgment, and commitment to excellence. Serving as a trusted steward of charitable assets and a convener of community collaboration, the Community Foundation advances local impact through grantmaking, donor services, community leadership, and strategic initiatives that help Berks County thrive—today and for generations to come.

The accounting and finance manager's responsibility is to manage the Community Foundation's financial and compliance functions.

Responsibilities of the Position:

Financial Management and Reporting

- Reconcile all cash accounts and investment accounts
- Process payroll utilizing a third-party payroll portal
- Assist with employee benefits administration
- Service educational loan receivable portfolio
- Assist with preparing the annual operating budget
- Prepare year-end 1099s
- Periodically reconcile grantmaking budgets to the general ledger
- Prepare and/or review journal entries, accruals, and account reconciliations
- Deliver accurate consolidated and consolidating quarterly financial statements with supporting schedules and provide explanations for fluctuations from period to period

Controls, Policies, and Process Excellence

- Ensure that internal controls and standard operating procedures are appropriate for the Community Foundation across the cash receipts, cash disbursement, and payroll cycles, as well as general ledger financial reporting
- Establish monitoring routines to ensure controls are operating as designed
- Maintain accounting policies (e.g., revenue recognition, capitalization, expense classification)

Audit, Tax, and Compliance Readiness

- Develop procedures and create and maintain files and documentation to meet audit, tax, and fund administration requirements and to ensure compliance with regulatory standards
- Stay current on new accounting pronouncements and industry trends and have a full understanding of GAAP reporting standards

Donor Relations and Constituent Management

- Prepare monthly and quarterly statements for donors on fund status and grants paid
- Calculate annual spending policy and quarterly administrative fees for each fund
- Prepare reports and provide assistance and information as needed for donor communication
- Draft concise, error-free correspondence

General

- Other responsibilities as assigned and agreed to

Position Scope:

- Full-time professional
- In-person in our Reading, PA office with a limited hybrid option
- Salary range: \$100,000 to \$115,000, commensurate with work experience
- Benefits include medical insurance, cafeteria plan, life insurance, short-term and long-term disability, 403(b) with employer matching, employee assistance program, paid time off, and parental leave
- Small staff size provides broad exposure to all members of the high-performing team and all facets of the community we serve

Reporting and Support Relationships:

This position reports to the Chief Operating Officer/Chief Financial Officer of the Community Foundation.

Attributes/Skills Required/Sought:

- Exceptionally strong accounting and financial analysis skills
- Strong organizational skills
- Excellent computer skills and technologically savvy (Microsoft Suite Products, financial management software)
- Data-driven, forward-thinking, adaptable, and flexible
- A sense of humor
- Rigorous attention to detail and accuracy
- Demonstrated ability to work both independently and in a team environment
- Excellent interpersonal skills, including oral and written communication skills

Experience/Education Required/Sought:

- A bachelor's degree in accounting, finance, or business administration
- Five to seven years of progressive accounting experience
- Experience with nonprofit accounting
- CPA is desirable