



Financial Accountant

Job Description

Overview

Financial Accountant, Foundation for Appalachian Kentucky

The Financial Accountant will play a pivotal role in safeguarding the resources of the Foundation for Appalachian Kentucky (Foundation). Working closely with the CFO and the entire leadership team, the Financial Accountant will manage day-to-day fiscal operations including the maintenance of accounting and financial systems to ensure accurate up-to-date financial records.

This position is full-time (40 hours a week) with 4 days a week in-office.

About the Foundation for Appalachian Kentucky

The [Foundation for Appalachian Kentucky](#) is a non-traditional, nationally accredited community foundation located in and serving the coal fields of Appalachian Kentucky. Located in Hazard, Kentucky, the Foundation works through our affiliate network to advance locally controlled philanthropy, cultivate non-traditional local leadership, and build community capacity.

Since 2009, the Foundation has positioned itself as the go-to organization in both times of opportunity and in [times of crisis](#). Over the last five years, the Foundation, while not specializing in disaster philanthropy, has stewarded over \$20 million dollars coming to our region during several natural and community disasters. We are continually called upon to serve as the trusted, place-based philanthropy experts serving our region. Through our extensive network of grantee partners, we work to serve as a channel for philanthropic investments to reach the organizations, businesses, farms, artists, and people that make up the ecosystem of the Appalachian Kentucky region.

The Foundation serves as a hub and backbone for community groups, nonprofits, and affiliate boards working to make their communities better.

Key Responsibilities Include:

- **Financial Reporting:** Perform month-end and year-end closing activities. Work with CFO and leadership team to prepare complete and accurate financial reports timely as required by all stakeholders.
- **Audit Support:** Assist during internal and external audits by preparing necessary documentation and responding to auditor inquiries.
- **Payroll:** Manage payroll processing to ensure timely and accurate payroll distribution and prepare payroll tax filings in compliance with employment laws.
- **Reconciliations:** Perform monthly reconciliations including cash, accounts receivable, accounts payable, and investment ledgers, identifying and resolving discrepancies to ensure the integrity of financial data.
- **Budget:** Work with CFO and leadership team to develop financial forecasts and monitor the Foundation's annual budget throughout the year, alerting leadership team of variances.



Foundation for Appalachian Kentucky

RISING WHERE WE'RE ROOTED

- **Investments:** Regularly review investments to confirm adherence to investment policies of the Foundation and its donors and verify that investments are correctly recorded in the general ledger.
- **Grant Compliance:** Manage the financial aspects of the Foundation's grants, ensuring compliance with grant regulations and requirements of donors.
- **Technology:** Become proficient with the Foundation's accounting software platform. Work with CFO and accounting team to implement process automation to increase efficiency and improve reporting quality.
- **Strategic:** Support CFO and other members of Foundation's leadership team in various projects, including strategic planning and risk management activities.
- **General:** Participate in overall organizational strategic planning as requested. Participate in annual teamwork planning and weekly staff meetings. Contribute to a healthy, kind, and safe organizational culture that values equity, diversity, and inclusion. Other duties as assigned

Qualifications

- Bachelor's Degree in Accounting (preferred) or Finance.
- 3-5 years of experience in accounting; experience in a nonprofit setting is a plus.
- Thorough understanding of accounting principles and financial reporting standards.
- Proficiency in Excel.
- Excellent analytical, organizational, and problem-solving skills.
- Detail-oriented with a commitment to accuracy and timeliness.
- Strong communication skills, both written and verbal.
- Ability to work effectively both independently and as part of a team in a fast-paced environment.
- Commitment to the mission and values of the Foundation.

Attributes

- High regard for quality and accuracy, attention to details, excellent organizational and time management skills (ability to plan, prioritize and work on various projects and meet deadlines) and to maintain confidentiality.
- **Critical thinker:** You ask questions, innovate, and problem solve to complete complex tasks.
- **Communicator:** You communicate effectively and appropriately, both in writing and verbally, with a diverse set of internal and external audiences. You communicate in a manner that demonstrates and fosters cooperation, respect, concern, and openness to change.
- **Rapport builder:** You instill trust and confidence with internal staff and external partners. You earn trust by your actions and faithfully keep your promises. People know you have their best interest in mind, and you are sincere in your communications.
- **Performer:** You are motivated by task accomplishment and achieving results. You have a strong desire to set goals and take decisive action.
- **Multitasker:** You enjoy engaging in many different types of projects and tasks and working quickly to resolve issues.
- **Dependable:** You show up when you say you will and finish tasks you have been assigned.
- **Attention to Detail:** You are detail oriented and thoroughly review your work, resulting in accurate results.



What's Attractive to the Right Candidate?

- You will join a passionate team, dedicated to the work we do and the communities and region we serve. We take pride in our accreditation and strive for excellence in all we do.
- We offer a competitive salary (\$55,000-\$65,000) and benefits package which includes Anthem BCBS medical, Delta Dental and Vision insurance; long-term and short-term disability; 401(k) with company contribution; Parental Leave; generous Paid Time Off and Holidays.

To Apply

We encourage you to apply, even if your experience is not a 100% match with the position description; we will consider people from a variety of backgrounds and career experiences.

Please email your cover letter and resume in PDF to Erica Knight, erica@appalachianky.org with "Financial Accountant" as the subject of the email.

Work Environment

The Foundation for Appalachian Kentucky is committed to creating a diverse work environment and proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, veteran status, or any other basis protected by law.