



IDAHO  
COMMUNITY  
FOUNDATION



IDAHO  
NONPROFIT  
CENTER

# ***POSITION DESCRIPTION***

**AS OF: MAY 2025**

**POSITION TITLE:** SENIOR ACCOUNTANT  
**REPORTS TO:** ACCOUNTING MANAGER  
**FLSA STATUS:** EXEMPT **PAYROLL STATUS:** FULL-TIME, SALARIED

## ***About The Idaho Community Foundation***

Since 1988, The Idaho Community Foundation has helped generous Idahoans strengthen the communities they call home—through philanthropy, by elevating nonprofit impact, and by connecting people and places across the state.

In 2024, we took a bold step forward by uniting with the Idaho Nonprofit Center—bringing together philanthropy and nonprofit excellence to better serve Idaho. Grounded in trust, collaboration, and a shared belief in what's possible, we're investing in solutions that help communities thrive.

Our vision is simple: Idaho is a place of possibility where everyone contributes to thriving communities.

## ***Position Summary***

This position will assist and support the daily accounting operations, which entails providing guidance to staff, supporting other departments, and automating processes. In addition, it will work closely with the Accounting Manager and VP, Finance and Operations to ensure compliance with all accounting, regulatory, and tax-related transactions and issues. It is based in our Boise, Idaho office, or potentially another location from within Idaho.

## ***Essential Duties and Responsibilities***

The essential functions include, but are not limited to the following:

- Review daily accounting operations performed by Staff Accountants
- Identify and implement process improvements and software efficiencies to support work of the accounting team
- Implement strong revenue and expense allocation methodologies to support dynamic budgets for full fund accounting
- Reconcile investment accounts and perform investment allocations
- Support Accounting Manager and VP, Finance and Operations with regular cash flow needs
- Perform regular variance analysis of general ledger activity to ensure accuracy
- Direct timely closure of accounting periods
- Maintain and improve organization's accounting policies and procedures
- Design and maintain forms and reports for interdepartmental use

- Oversee the purchasing card program and expense reimbursement process, including compliance, documentation review, card issuance, limit management, and handling inquiries
- Assist budget creation process and staff responsible with monitoring
- Support grant application and compliance
- Participate in preparation for annual financial audit, Form 990 and other regulatory filings
- Assist Accounting Manager with special projects and reports

### ***Minimum Qualifications (Knowledge, Skills, and Abilities)***

- Bachelor's degree in accounting, advanced degree and/or certification a plus
- More than five years of general accounting experience with increasing responsibility including financial reporting and process improvement
- More than two years of experience in the nonprofit sector preferred
- Strong knowledge of generally accepted accounting principles
- Advanced knowledge of accounting practices, procedures, standards and regulations
- Knowledge of accounting standards and regulations
- Extensive experience with integrated databases. Business Central experience preferred.
- High level of proficiency with Microsoft Office including advanced knowledge of multiple features of Excel
- Superior data management and data analysis skills
- Strong logic, analytical, problem solving, and conceptual thinking skills with a solid understanding of financial data management
- Excellent verbal and written communication skills, including ability to explain financial terms in simple language
- Proven ability to apply broad conceptual judgment and initiative to deal with complex accounting issues

### ***Physical Demands and Work Environment***

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

- Working conditions are generally in an office environment, occasional physical exertion, such as lifting, standing, bending, or reaching, is required
- A hybrid work environment exists allowing for some remote work as relevant to position
- May occasionally travel throughout Idaho and outside the state

Note: This position description in no way states or implies that these are the only duties to be performed by the employee(s) of this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. The organization is an equal opportunity employer, drug-free workplace, and complies with ADA regulations as applicable.