



SAN ANTONIO AREA FOUNDATION JOB DESCRIPTION

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| DEPARTMENT Finance | TITLE: Staff Accountant | REPORTS TO: Accounting Manager |
| DATE REVISED: January 2023 | DATE EFFECTIVE: January 2023 | EXEMPT or NON-EXEMPT? Non-Exempt |

THE AREA FOUNDATION

The San Antonio Area Foundation has served as the sole, designated community foundation for the San Antonio area for over half a century, growing to become one of the Top 20 foundations in the nation. The Area Foundation helps donors achieve their charitable goals for the betterment of the community, managing more than 500 charitable funds exceeding \$1 billion in assets. Coordinating efforts with numerous area nonprofits, the Area Foundation serves as a collaborative leader, connecting donors to address key community issues and investing in our future. Since 1964, over \$400 million for scholarships and grants have been awarded to enhance the quality of life in our region. Learn more at saafdn.org.

Our core values are Excellence, Passion, Integrity, and Community.

SUMMARY OF RESPONSIBILITIES

The Staff Accountant assists the Controller and Accounting Manager by recording original miscellaneous deposits, recording investment activity, and assisting with reconciling various general ledger accounts with direction from the Accounting Manager and Senior Accountant.

COMPETENCIES/SKILLS

“The requirements listed below are representative of the knowledge, skill and/or ability required.”

- **Must adhere to Core Values**
- Demonstrated Expertise (**Required**) – Microsoft Office applications, spreadsheet modeling, and business communications.
- Demonstrated Skills (**Required**) – Fundamental bookkeeping knowledge and understanding of debits and credits, accrual accounting, and account reconciliations.
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QUALIFICATIONS

- Professional Experience (**Required**) – 0-2 years of accounting and/or bookkeeping experience.
- Educational Credentials (**Required**) – Bachelor’s in accounting or Finance

TASKS/FUNCTIONS (List all applicable tasks, responsibilities, and/or functions of this position)

- Provide assistance to Controller and Accounting Manager as needed.
- Create journal entries and work with Senior Accountant to ensure that cash receipts are properly recorded in a timely manner.
- Creates invoices for receivables as needed. Record investment activity and reconcile investment and trust accounts.
- Reconcile bank accounts and research bank discrepancies and outdated checks.

- Responsible for recording and monitoring the stripe account activity for L&D and the Foundation.
- Coordinate cash movement with the Treasury Manager for stripe activity.
- Reconcile gift cards for hardship funds.
- Maintain filing system of support related to non-gifts.
- Continually seek to improve service to internal and external constituents such as donors, agencies, and other departmental employees.
- Assist finance department and office with administrative duties as deemed necessary
 - (telephone, copies, filing, assistance at Foundation events).
- Contribute as a strong team member of the San Antonio Area Foundation staff.

PHYSICAL DEMANDS / WORKING CONDITIONS

The physical demands and characteristics of the work environment described here are representative of those occurring in the performance of the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee occasionally may lift and move up to 40 pounds.

The San Antonio Area Foundation is an Equal Opportunity Employer.