



# GROUNDSWELL FUND

## JOB ANNOUNCEMENT

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### GENERAL ACCOUNTANT

Reports to: Chief Financial Officer  
Works with: All Staff  
Location: West Coast preferred. Full time telecommuting position.

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**Organization Overview:** Groundswell Fund is the largest funder of the U.S. Reproductive Justice (RJ) movement. For more than a decade, we have enabled foundations and individual donors to increase the impact of their giving by offering a different kind of philanthropic model. Different in *who we are*: A program staff of women of color who come directly out of community and labor organizing and have a combined 70 years + of grassroots organizing and civic engagement experience within communities of color; a board comprised of grassroots leaders shaping strategy alongside funders and donors. Different in *who we support*: Women of color (WOC), low income women, and transgender people who are organizing at the grassroots. Different in *how we support the field*: not just through grants, but also through capacity-building support focused on boosting grassroots power, and funder organizing that lifts up our grantees to a larger audience of funders and donors who can move resources to their work, whether or not these resources come through our doors. And Groundswell moves at least 80 percent of the dollars that come in our doors back out to the field.

Since 2003, Groundswell has moved more than \$32 million to the RJ movement in grants and capacity building support to RJ organizations; increased the giving of dozens of national and local foundations and helped bring thousands of new individual donors into the RJ movement. Today, we support more RJ organizations than any other foundation in the country. Our grantees have moved from trepidation about participating in the political process to mobilizing thousands of voters and even seeing their own members run for office. They have been instrumental in the passage of more than 175 pro-RJ policies at the state and local level and blocking many regressive policies, and they have built a growing grassroots base of support for RJ across the U.S.

**Position Summary:** Overall the General Accountant's role is to assist the CFO to insure the fiscal integrity and financial compliance of the organization. The General Accountant is responsible for the timely and accurate entry of all of Groundswell's financial transactions into the accounting systems and related spreadsheets, managing all accounting activities, related consultants and accounting systems with general supervision.

#### **Responsibilities:**

##### GENERAL ACCOUNTING

- Perform all accounting job duties complying with generally accepted accounting practices for 501c3 and 501c4 nonprofit accounting, internal controls and follow organizational accounting policies and procedures.
- Assists the CFO in setting up procedures and organization wide polices to insure that the 501c(3) and 501c(4) financial activity is kept separate.
- Liaison with co-employer, using cloud based time off tracking and payroll system to run semi-monthly payroll.

- Maintains cloud based accounts payable including credit card processing, accounts receivable, cash receipts and cash disbursements.
- Maintains and reconciles grants schedule for tracking restricted and unrestricted funds by period.
- Maintains and reconciles contractor tracking sheet and prepares annual 1099's.
- Works with the grantmaking team to reconcile action sheets on a monthly basis.
- Works with the development team to reconcile monthly cash receipts on a monthly basis.
- Makes and post monthly journal entries in the general ledger.
- Reconciles selected asset and liability accounts on a monthly basis.
- Coordinates period-end financial activity by staff. Including, but not limited to:
  - Coordinating monthly Credit Card processing.
  - Coordinating monthly fiscal oversight activities by management.
  - Submittal of staff monthly lobbying timesheets.
- Manage the time off tracking system and help staff to use the system and liaison with tech support.
- Assists the CFO with monthly and year-end closings and financial reports and budgets.
- Liaison with staff insuring accounting procedures are followed.
- Liaison with insurance vendor when insurance certifications are requested by staff.
- Assists the CFO with 2 annual fiscal audits by an outside CPA firm.

#### RELATED ONGOING TASKS

- Works with co-employer on an ongoing basis.
- Communicates with outside vendors on Accounts Payable issues.
- Works with all employees, including Directors of other departments, on financial matters.
- Assists CFO with creation and implementation of financial policies and practices, including, when time allows, research regarding best practices and regulations.
- Participates in all-staff meetings and activities to foster excellent teamwork and to keep abreast of organization's current work, thus facilitating proper handling of financial transactions.
- Participation in organizational activities including staff planning and work evaluation.
- Responsible for maintaining the electronic filing system for financials documents in SharePoint creating new folders for the year and archiving files working with the IT and Operations Manager.

#### OTHER DUTIES

- Utilizes direct communication and pro-active problem solving to address internal organizational challenges and disagreements.
- Works pro-actively and in good faith to support and strengthen the overall stability and effectiveness of the organization.
- Completes required reports and paperwork accurately and within agreed upon time frame.
- Performs other duties as assigned.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Committed to Groundswell's mission.
- Superb oral and communication skills.
- Ability to exercise discretion and keep information confidential required.
- Self-motivator and must work well both independently and on a team.
- Ability to prioritize, meet deadlines and manage multiple projects across several time zones simultaneously.
- Ability to take direction and constructive feedback.
- Nonprofit accounting experience required.
- Accounting test required

- Background Check required

**Compensation/Benefits:** Annual salary range is \$60,000 - \$65,000 commensurate with experience. This is a full-time, exempt position. Very generous benefits include fully paid for employee and family health, dental, vision, and matching 401K plan. Three weeks of vacation upon hire and a generous holiday schedule including the last week of December, as well as a flexible work schedule.

**To Apply:** Please email a resume, three professional references and a cover letter that includes your salary expectations and describes why you feel you are a strong candidate for this position to: Beverly Avery, Executive Assistant, at: [info@groundswellfund.org](mailto:info@groundswellfund.org). Applications received by **November 1, 2017** will be given preference but applications will be accepted until the position has been filled. No phone calls, please. Due to the high volume of applications, only those selected for further discussion will be contacted.

**Equal Employment Opportunity:** Groundswell Fund is a 501(c)(3) public charity that incubates new and innovative public-interest projects and grant-making programs. We are committed to attracting, developing and retaining exceptional people, and to creating a work environment that is dynamic, rewarding and that enables each of us to realize our potential. Our work environment is safe and open to all employees and partners, respecting the full spectrum of races, ethnicities, national origins, ages, sexual orientations, gender identities, beliefs, religions, faiths and ideologies, cultures, socio-economic backgrounds and levels of physical ability.