



GROUNDSWELL FUND

JOB ANNOUNCEMENT

SENIOR ACCOUNTANT

Reports to:	Chief Financial Officer
Works with:	CCC Department
Location:	This is a full-time telecommuting position
FLSA/Classification:	Exempt, Full-time, Regular
Salary:	\$90,000-\$100,000 annually, commensurate with experience

Overview: [Groundswell Fund](#) is a public foundation that resources intersectional, solidarity-based grassroots organizing work that centers Black women, Indigenous women and other women of color including Transgender women of color. We fund within many social justice movements and are 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, transgender people of color, and gender nonconforming people 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: primarily Black and Brown women, including transgender women of color 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. 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 \$60 million to the field in grants and capacity building support; increased the giving of dozens of national and local foundations; and helped bring thousands of new individual donors into the RJ movement. Our grantees have been instrumental in the passage of more than 250 pro-RJ policies at the state and local level and in blocking many regressive policies, and they have built a growing grassroots base of support for RJ across the U.S. In 2017, we expanded our funding to support multi-issue organizing led by WOC and transgender people of color across other social justice movement sectors, from environmental and economic justice, to immigrant and LGBTQ rights, and on. We also launched a 501(c)(4), Groundswell Action Fund, now the largest c4 fund in the country centering WOC-led c4 work.

Position Summary: The Senior Accountant's role is to assist the CFO to ensure the fiscal integrity and financial compliance of Groundswell and Groundswell Action Fund. The Senior Accountant is responsible for the timely and accurate entry of all 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
- Maintain due to and due from accounts between the c3 and c4 insuring procedures and processes are followed to keeping clear boundaries between c3 and c4 financial activity
- Liaison with the HR & Operations Manager recording payroll in the general ledger and that status changes accurately reflect the forecast
- Maintains cloud-based accounts payable including credit card processing, accounts receivable, cash receipts, cash disbursements and accounting folders
- Maintains and reconciles contractor tracking sheet and prepares annual 1099's
- Works with the grantmaking team to reconcile action sheets monthly
- Works with the development team to reconcile monthly cash receipts monthly
- Makes and post monthly journal entries in the general ledger
- Reconciles selected asset and liability accounts monthly
- Coordinates period-end financial activity by staff. Including, but not limited to:
 - Coordinating monthly Credit Card processing
 - Submission of staff monthly lobbying timesheets
- Assists the CFO with monthly and year-end closings, financial reports, and budgets
- Liaises with staff to ensure that accounting procedures are followed
- Liaises 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

- Communicates with outside vendors on Accounts Payable issues
- Works with all employees, including department Directors, 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

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:

Experience and Education

To perform this job successfully, it is important that the candidate have at least 4 years of experience, including:

- Experience with CPA audits
- Experience working in a c3/c4 nonprofit configuration
- Experience with fund accounting
- Experience working with \$10 million budget or more
- GAAP knowledge required
- Nonprofit accounting experience required

A successful candidate in this position could advance to a higher financial position in Groundswell and will closely shadow the CFO.

Skills and Attributes

- Committed to Groundswell's mission, vision, and values
- Superb oral and communication skills
- Ability to exercise discretion and keep information confidential
- 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
- Comfort working across cultures and difference, including experience and comfort working with people of color and transgender and gender non-conforming people
- Passion for social justice and human rights, including Reproductive Justice and Gender Justice
- Accounting test required
- Background Check required

Computer Skills: To perform this job successfully, the candidate should have comfort and a high level of proficiency with QuickBooks online, cloud-based bill pay application, Microsoft Office suite of programs, the ability to work with basic web platforms, database software, web browsers, and Zoom.

Travel: When travel is safe again, travel will be around three to five times/year.

Compensation/Benefits: The salary range for this position is \$90,000-\$100,000, 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 hr@groundswellfund.org. Applications received by **August 13th** 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: The 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.