



GROUNDSWELL FUND

JOB ANNOUNCEMENT

SENIOR ACCOUNTANT

Reports to:	Controller
Direct Reports:	none
Works with:	CCC Department, Finance
Location:	This is a full-time, telecommuting position.
FLSA/Classification:	Exempt, Full-time, Regular
Union Classification:	Non-Bargaining Unit position
Salary:	\$90,000-100,000 annually or commensurate with experience

Overview of the Organization: For nearly 20 years, [Groundswell Fund](#) has put intersectional grassroots organizing led by women of color, including transgender and gender expansive people of color, at the center of our giving. We have provided an essential irrigation system for social justice movements – a channel into which individual donors and foundations can pour resources to reach vital work at the grassroots. In the process, we have modeled and manifested a remarkable kind of philanthropy.

With 800 individual donors and 40 national foundations giving into Groundswell; women of color and TGNC people of color who come out of grassroots organizing deciding where those resources go; and over 200 grantees led mostly by WOC and TGNC people of color receiving our support; Groundswell is proof that solidarity and beloved community across lines of race, class and gender is indeed possible.

Building on our 17-year track-record of success (\$100M in grants and capacity-building moved to the field thus far), in December 2020, Groundswell launched our new 2020-2025 Blueprint to move \$100M to the field (through our c3 and c4 entities) by 2025. The Blueprint offers a pathway for Groundswell to stay the course in our existing successful strategic direction and to innovate in response to new learnings and the unique needs of this historic moment.

Impact: Since 2003, Groundswell has moved more than \$100 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 538 policy victories at the state and local level to either pass pro-RJ policies or block regressive ones, and they have built a growing grassroots base of support for RJ across the U.S. Groundswell is proof that solidarity and beloved community across lines of race, class and gender is indeed possible. In December 2020, Groundswell launched our new 2020-2025 Blueprint to move an additional \$100M to the field (through our c3 and c4 entities) by 2025. The Blueprint offers a pathway for Groundswell to stay the course in our existing successful strategic

direction and to innovate in response to new learnings and the unique needs of this historic moment.

Position Summary: The Senior Accountant's role is to assist the Controller 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 contracts, 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, and internal controls
- Ensure organizational accounting policies and procedures are followed
- Analyze financial data, identify discrepancies, and summarize findings for the Controller
- Manage the month-end close process and review/verify tasks performed by the outsourced accounting firm
- Assist with year-end closings
- Responsible for credit card reconciliations and collect timesheets
- Manage Accounts Payable, including but not limited to reviewing accounts payable invoices in BILL entered by the outsourced accounting firm
- Manage and review intercompany transactions in preparation for audit
- Maintains the Fiscal Policies & Procedures manual
- Ensure consultant contracts are in compliance with our internal policies and procedures.

Related Ongoing Tasks

- Manage the department calendar and staff reminders
- Provide trainings and orientations for staff
- Communicates with outside vendors and staff regarding accounts payable and general accounting inquiries
- First-in-line to troubleshoot issues with departmental software
- Participation in organizational activities, including staff planning, work evaluation, staff retreats

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:

Essential

- At least 1 year of experience with CPA audits
- At least two years of experience preparing for an external audit
- At least four years of working with GAAP
- At least four years of nonprofit accounting experience

Strongly Preferred

- Experience working in a fully remote environment
- At least two years of experience with fund accounting
- Bachelor's degree in accounting

Preferred

- At least one year of experience working with intercompany transactions for a 501 (C3)/501 (C4)
- Experience working with \$10 million budget or more

Skills and Attributes

- Committed to Groundswell's mission, vision, and values
- Continuous learner, eager to grow and develop professionally
- Excellent 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 contribute to a positive work environment and team dynamic
- 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
- Accounting test required
- Background Check required

Virtual Organization: Groundswell is a completely virtual organization and has been for many years before the COVID-19 pandemic. We are committed to building a strong identity and thriving culture that is exemplary in the nonprofit world and in the greater landscape of fully

remote organizations. To succeed as remote workers, applicants should have a dedicated workspace, a commitment to clear and frequent communication, and comfort utilizing technology to increase collaboration and connection. Those with previous remote work experience are preferred, but we also welcome those who are new to remote work and understand the requirements of working in a thriving virtual organizational culture. When travel is safe again, we will have the opportunity to travel and see each other in person for retreats, conferences, and events; but until then, all our work is virtual.

Work Schedule: Groundswell is a completely virtual organization, allowing for flexibility in work schedules for our staff across differing U.S. time zones. While work can usually be completed during standard business hours of the applicant's time zone, there may be times where early morning, evening, and weekend work may be needed to ensure organization-wide collaboration, to staff or attend events, and/or to meet organization workload needs during busy times of the year. When travel is possible again, staff whose jobs require travel can expect longer hours, as travel may happen outside of business hours and on weekends.

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 especially, Excel, the ability to work with basic web platforms, database software, Asana, web browsers, and Zoom.

Travel: When travel is safe again, must be available to travel 2-3 times a year.

Compensation/Benefits: Annual salary is \$90,000-100,000, commensurate with experience. Very generous benefits include fully paid for employee and family health, dental, vision, matching 401K plan, as well as additional employer-provided reimbursements for fertility expenses, transgender health care costs and midwifery/doula expenses that are not covered by insurance. Three weeks of vacation upon hire and a generous holiday schedule including a week during the summer and the last two weeks of December, as well as a flexible work schedule.

To Apply: attach 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 <https://app.trinethire.com/companies/14839-groundswell-fund/jobs/73210-senior-accountant>. Applications will be accepted and reviewed on a rolling basis until the position has been filled. Due to the high volume of applications, only those selected for further discussion will be contacted. Please, no phone calls.

Equal Employment Opportunity: The Groundswell Fund is a 501(c)(3) public charity 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.