



## **POSITION ANNOUNCEMENT**

Accountant

### **COMMUNITY FOUNDATION OF GREATER DES MOINES**

For over 50 years, the Community Foundation of Greater Des Moines has improved quality of life for all by promoting charitable giving, connecting donors with causes they care about and providing leadership on important community issues. We're simply better together.

### **PURPOSE OF POSITION**

The Accountant's primary responsibility is to provide professional financial support to the Community Foundation by maintaining, monitoring and reporting accounting information in accordance with organizational policies and procedures.

Position duties involve maintaining accurate accounting records in accordance with generally accepted accounting principles (GAAP); managing accounting functions to ensure accuracy, timeliness and adherence to internal controls; daily investment operations, including daily cash flow and verification of net asset value (NAV) for assigned portfolios; performing monthly bank, investment and brokerage account reconciliation; overseeing affiliate expenditures, and serving as primary finance liaison to affiliate partners; and responding to financial requests and reporting.

### **CORE COMPETENCIES**

Adaptability/Flexibility | Technical Ability | Relationship Building/Communication |  
Attention to Detail/Accuracy | Decision Making/Judgement

### **QUALIFICATIONS**

High attention to detail; analytical; mature judgment; high integrity; approachable; ability to understand challenges; nonprofit knowledge; experience working with diverse groups of people; well-organized self-starter; resourceful; motivated; adaptable; good oral and written communications skills; ability to multi-task; good interpersonal and customer service skills; strong computer skills and ability to learn specialized software. Ability to effectively communicate information to customers, clients and other employees of the organization.

### **EDUCATION AND EXPERIENCE**

Bachelor's degree in accounting, and three or more years related accounting experience, preferably at a nonprofit organization; or equivalent combination of education and experience. Proven ability to manage multiple projects and tasks simultaneously and work both independently and in a team environment.

*effective 11/24/25*

**SALARY**

The Community Foundation is committed to pay equity and provides a comprehensive compensation package which includes annual salary and benefits benchmarking. Salary range will be shared with candidates prior to the interview process, or upon inquiry.

**APPLICATION PROCESS**

Interested applicants should submit their resume, cover letter, salary requirements and three references to Chelsy Foy at [foy@desmoinesfoundation.org](mailto:foy@desmoinesfoundation.org). We encourage anyone considering the position to apply. This position will be filled when a qualified candidate is identified.

Don't meet every single requirement? At the Community Foundation we are dedicated to building a diverse, inclusive and authentic workplace, so if you're excited about this role but your past experience doesn't align perfectly with every qualification in the job posting, we encourage you to apply anyway. You may be just the right candidate.

The Employer is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Employer will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the Employer.