



## ACCOUNTANT/BOOKKEEPER

The Army War College Foundation is a 501(c)(3) nonprofit located in Carlisle, PA with twin missions of serving the alumni of the U.S. Army War College and raising financial support for the College. The Foundation also operates an Alumni Gift Shop and maintains a separate accounting system for it.

The Accountant will serve on a team of 6 full time and 3 part time employees who support one another in daily duties. Working directly for the CEO, the Accountant monitors and reports on all aspects of Foundation accounting systems, in addition to other collateral duties described below. This position also works closely with the Executive Assistant, the Director for Development, and the Alumni Gift Shop Manager. Office hours will be 8:00 – 4:30, Monday-Friday. There are little to no evening or weekend hours or travel anticipated.

The ideal candidate will have at least 5 years experience in nonprofit finance and accounting, expert proficiency in QuickBooks Pro and a thorough understanding of Microsoft Office. The ability to prepare error-free documentation is required. While familiarity with nonprofit CRM database use is desired, the Foundation will train the Accountant on use of our alumni and donor database.

### PRIMARY DUTIES

- Record and pay Accounts Payable for both accounting systems
- Invoice and track Accounts Receivable for both systems
- Reconcile bank accounts monthly for both systems
- Reconcile credit card accounts monthly for both systems
- Reconcile online financial transactions daily for both systems
- Reconcile investment accounts monthly and prepare journal entries
- Reconcile donor database with Quickbooks monthly
- Track payroll with provider monthly and prepare journal entries to allocate functional expenses
- Prepare financial statements and reports for President/CEO and Board of Trustees
- Maintain Foundation property inventory and reporting
- Prepare daily activity report and deliver bank deposits
- Report Net Assets for both Permanently and Temporarily Restricted Funds
- Pay sales tax monthly for Alumni Gift Shop account

### ADDITIONAL DUTIES

- Greet visitors and answer incoming calls in the absence of the Executive Assistant
- Prepare documentation and serve as Audit Liaison annually
- Maintain books for sale inventory and order replacements
- Support Alumni Gift Shop staff during peak visitor volume
- Provide support during special events as needed
- Other duties as assigned

### TOTAL COMPENSATION

The target compensation package for this position is \$38,000 – \$45,000, based on experience, with some flexibility to structure benefits within that package. The Foundation observes 17 paid vacation days per year and offers two personal days per quarter. This position will have one week paid vacation during the first year of employment, with scheduled increases in following years. Applicants should email their resume with a cover letter to [info@usawc.org](mailto:info@usawc.org). This position will remain open until filled. The successful candidate must pass a background check.