



## POSITION ANNOUNCEMENT: Staff Accountant

**Job Title:** Staff Accountant  
**Reports to:** Chief Financial Officer  
**Team:** Administration  
**Status:** 100% time, non-exempt (Hourly)

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### ORGANIZATION BACKGROUND

[Horizons Foundation](#) has been dedicated to serving, funding, and helping to lead the LGBTQ community for 40 years. Established in 1980 as a San Francisco–based community foundation, Horizons’ mission statement reads:

*As the world’s first community foundation of, by and for LGBTQ people, Horizons invests in LGBTQ nonprofits, strengthens a culture of LGBTQ giving, and builds a permanent endowment to secure our community’s future for generations to come.*

Horizons is a national leader in promoting LGBTQ philanthropy, recently recognized as one of the LGBTQ movement’s “Top 10” funders by the national advocacy group Funders for LGBTQ Issues. Last year, Horizons distributed grants totaling \$5.9M to hundreds of nonprofits throughout the country, with more than half supporting organizations in the Bay Area. Grants were awarded to LGBTQ nonprofits and to LGBTQ-focused programs at non-LGBTQ-specific organizations. Through its donor-advised fund (DAF) program, Horizons also makes grants to non-LGBTQ nonprofits regionally and nationally.

Horizons has long prioritized grantmaking to frequently marginalized members of the LGBTQ community, including communities of color, transgender people and those with least access to vital services and equal justice. Last year, Horizons provided critical funding to both LGBTQ and non-LGBTQ organizations, including support for anti-bullying and safety for LGBTQ youth; training for mental health professionals; advocacy for transgender rights; access to LGBTQ-competent health care; asylum for LGBTQ refugees; and much more. Horizons responded aggressively to the COVID-19 pandemic and made more than \$1 million in emergency grants to over 65 Bay Area nonprofits through its LGBTQ COVID-19 Response Emergency Fund, including the Oakland LGBTQ Center, Transgender Law Center, Lavender Seniors of the East Bay, Homeless Youth Alliance, Openhouse, Positive Resource Center (PRC), the South Bay’s Billy deFrank Center, Somos Familia, GLBT Historical Society and LGBTQ Connection Napa and Sonoma.

In 2016, Horizons undertook the most ambitious fundraising campaign in its history. The **Now and Forever** campaign raised over \$115M, including \$3.7M in outright gifts from a broad base of donors that enabled Horizons to increase its programs, capacity, and breadth of services to the community and beyond. The campaign also achieved another milestone, identifying over \$110M to ensure the future for LGBTQ generations to come. Horizons currently has over \$40M in assets under management and a growing endowment of more than \$16M.

Horizons has recently been awarded a significant contract with the California Department of Public Health for a new program supporting nonprofits serving transgender and lesbian/bi/queer women. The Staff Accountant position will help in fulfilling the foundation's commitments under the contract.

### POSITION SUMMARY

It is an exciting time of growth and building as Horizons Foundation works towards accomplishing the goals of its ambitious strategic plan that will prioritize overall growth of the foundation while focusing on the most vulnerable of our community. The staff accountant will provide support to the Chief Financial Officer as well as providing accurate and timely financial information to the Foundation's team.

### KEY AREAS OF FOCUS

The staff accountant will be responsible for the following:

#### Accounting operations: 50%

- Process vendor invoices for payment, including coding, data entry, and check generation
- Process semi-monthly payroll
- Process cash receipts, including entering deposits into accounting system and updating cash flow reports
- Perform monthly bank reconciliation
- Post journal entries into accounting system
- Perform monthly reconciliation of general ledger accounts as assigned, including revenue, prepaid, receivables, property and equipment, and liability accounts
- Maintain accounting files
- Prepare preliminary financial statements for supervisor's review
- Prepare annual Form 990 schedules
- Other accounting-related duties as assigned

#### Government contract accounting: 50%

- Maintain required contract documentation for timely invoice submissions
- Coordinate with subcontractors for quarterly invoice submissions
- Assist with subcontractors' questions regarding billing and accounting requirements
- Disburse subcontractors' payments
- Provide financial reports to program coordinator, state, and subcontractors as needed

### OUR IDEAL CANDIDATE WILL BE:

**Passionate** about Horizons Foundation's mission with a demonstrated commitment to social justice and familiarity with the social and legal issues impacting the LGBTQ community, both past and present

**Committed to diversity, equity, inclusion, and belonging** as core organizational values and to racial, gender, and social justice, and to authentically articulate a commitment to equity and inclusion by their actions

**Superior in customer service skills and have a high level of emotional intelligence:** This role will work with a diverse range of constituents with varying interests, as well as Horizons Foundation staff

**An experienced accounting professional:** A minimum of 5-7 years of experience working with non-profit, government contract, and grant accounting

**An excellent communicator:** Strong writing skills and the ability to convey complex messages in a clear and meaningful way, as well as the ability to address issues clearly and in non-confrontational and non-polarizing ways to a range of diverse audiences

**Resourceful and innovative:** bringing an optimistic, can-do, hands-on approach to achieving the most possible with the resources available and responding flexibly as opportunities and events arise

**A multitasker:** The right candidate will have the ability to balance multiple projects, manage deadlines, and work across departments with competing goals and priorities

**Problem solver:** Proactively offering solutions with strong mathematical and analytical skills

**Goal-driven with a strong work ethic and team-orientation**

**A team player:** able to work effectively in a diverse workplace and to motivate and train volunteers

**Advanced computer skills:** Proficient with Excel, Word, Outlook and a plus for familiarity with Salesforce, Paychex, FundEZ, Click & Pledge

The above statements are intended to describe the general nature of work being performed and are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required.

### **PHYSICAL REQUIREMENTS**

The physical demands of this position are light with the expectation that the staff person can exert up to 20 lbs. of force occasionally, and/or up to 10 lbs. of force frequently, and/or a negligible amount of force constantly to move objects. Light work usually requires walking or standing to a significant degree. The position requires frequent computer use at a workstation. Horizons Foundation will make reasonable accommodations in compliance with the ADA of 1990. This job description and its physical requirements will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal job functions are subject to modification.

### **COMPENSATION AND HOURS**

This is a full-time non-exempt hourly position. Your schedule may vary based on need and could extend at times into the early evening, with some occasional weekend hours. The annual equivalent salary range for this position is \$62,000 - \$72,000 (based upon 2,080 paid hours), commensurate with qualifications and experience. The starting salary is generally at or near the mid-point of the salary range. The generous benefits package that includes full health, vision and dental coverage, vacation, sick leave, significant employer contribution to a 403(b) plan retirement plan, and the pride of working at a critical community institution.

### **EQUAL OPPORTUNITY**

Horizons Foundation is an equal opportunity employer that supports and lives diversity in our staffing and values. We actively seek and welcome applications from people who identify as people of color; women; transgender, gender non-conforming, and non-binary people; LGBTQ; and people living with disabilities. We comply with all applicable federal, state, and local laws governing nondiscrimination in employment, and encourage and seek qualified candidates of all backgrounds.

### **APPLICATION PROCESS**

To apply, please submit your resume, a cover letter and list of three references (you will be notified before any contact to references), preferably **in a single PDF**, to [careers@horizonsfoundation.org](mailto:careers@horizonsfoundation.org) with **Staff Accountant** in the subject line by Monday, January 16, 2023 at 5:00 pm PT.