



Senior Accountant

About Virginia G. Piper Charitable Trust

Honoring the legacy of Virginia Galvin Piper, Virginia G. Piper Charitable Trust supports organizations that enrich health, well-being, and opportunity for the people of Maricopa County in Arizona. The Trust concentrates its efforts in six areas: Arts and Culture, Children, Education, Healthcare and Medical Research, Older Adults, and Religious Organizations. Learn more at pipertrust.org.

Position Summary

Under direct supervision of the Accounting Officer and Accounting Manager, the *Senior Accountant* is responsible for accurately maintaining accounting records, preparing financial analyses, assisting with budget preparation, and performing other duties as assigned. Through his/her work, the Senior Accountant shares in the collective commitment of Piper Trust to positively impact communities in Maricopa County.

Position Specifics

- Process checks and electronic fund transfers for operating expenses.
- Verify spending authorization, match to source documentation, code expenses, and enter vouchers into accounting system.
- Record monthly credit card activity.
- Prepare grant payments for grantees and reconcile activity with grants management team.
- Prepare annual 1099 statements.
- Provide budget support.
- Maintain fixed assets detail and perform annual inventory of equipment.
- Record and process use tax returns.
- Process Excise Tax calculation.
- Prepare deposits.
- Reconcile bank accounts.
- Process, transmit, and reconcile payroll.
- Review financial statements for grantee proposals.
- Update monthly balance sheet reconciliations and prepare monthly financial statements.
- Participate in annual audit, confirmations and work paper preparation.
- Track contributions and distributions for alternative investment activity.
- Participate in annual 990PF and 990T (including K-1 summary).

Position Requirements, Knowledge, and Experience

- A bachelor's degree in accounting, finance, or a related field.
- Certified Public Accounting license desired.

- Minimum of three years working in a professional setting with experience in audit, tax, and investment accounting.
- Experience in the nonprofit sector strongly preferred.
- Advanced knowledge of Microsoft Excel, intermediate knowledge of other Microsoft products.
- Experience with Abila MIP Fund Accounting or other fund accounting software, and electronic (paperless) accounting systems is preferred.
- Experience with Adaptive Budgeting software and Concur expense software would be beneficial.
- Experience with nonprofit tax returns desired.

The Successful Candidate Demonstrates

- Ability to synthesize complex and diverse information.
- Skill at gathering and analyzing information.
- Accuracy and thoroughness.
- Ability to design work flows and procedures.
- Willingness to take on routine tasks.
- Ability to maintain proper support documentation.
- Ability to prioritize and plan work activities recognizing that priorities often change, use time efficiently, and meet deadlines.
- Ability to work well in collaborative environment.
- Desire to pursue training and development opportunities; continuously build knowledge and skills.
- Ability to present information and/or participate in group presentations and meetings.
- Desire to build a positive team spirit.
- Commitment to share the values of supporting communities and the purpose of Piper Trust and attributes of a servant leader.

Employment

This Senior Accountant is a professional, full-time, exempt position. The salary will be commensurate with experience and benefits will be included. A pre-employment background check is conducted by the Trust and a 90-day introductory period is observed for all positions.

Virginia G. Piper Charitable Trust is a private foundation and an equal opportunity employer; all employees and applicants are afforded equal opportunities for employment without discrimination of race, color, religion, sex, age, sexual orientation, marital status, national origin, disability, or any other protected characteristic established by law.

How to Apply

This position description for the Senior Accountant is available online at: pipertrust.org/employment. To apply, email a cover letter, resume, and contact information for three professional references as a single Word or pdf document to: employment@pipertrust.org.