



The Ruth Mott Foundation based in Flint, Michigan, is a non-profit philanthropic organization offering grants and programs that serve the Flint community. The Foundation also owns and operates Applewood: The Charles Stewart Mott Estate, to demonstrate and support its mission.

Job Posting: Accountant (Full Time)

Job Summary: Provides accurate, timely, and relevant recording, reporting, and analysis of financial information. Also responsible for payroll processing and benefits administration.

Starting Salary Range: \$58,900 to \$70,600 per year

Essential Job Functions:

- Draft monthly financial statements.
- Assist with monthly close process.
- Assist with preparing budget forecasts and proforma review.
- Review weekly accounts payable invoices and when necessary, verify/confirm W-9s for new vendors.
- Reconcile and prepare journal entries for investment accounts.
- Reconcile monthly bank statements for the general and payroll checking accounts, recording cash receipts and cash withdraws.
- Prepare documentation for external auditors for annual audits.
- Review expense reports and credit card reports.
- Process bi-weekly payroll including confirming deductions, garnishments as well as reconciling benefit balances (401k, HSA, etc.).
- Administer Foundation benefit plans including onboarding new employees and managing Short/Long Term Disability and COBRA.
- Assist the Director of Finance & Administration with research and other finance and human resources functions/projects as needed.

Qualifications:

Knowledge and Relevant Experience

- Bachelor's degree in accounting.
- Minimum of four years of broad accounting experience, including use of accounting software.

Skills

- Proficiency with Microsoft Office Suite (Word & Excel required).
- Understanding of accounting, mathematics and financial process.
- Experience with accounting software.
- Strong analytical problem-solving skills with the ability to develop creative solutions to complex problems.
- Ability to organize work with large amounts of information efficiently.

- Demonstrated ability to manage multiple projects and deadlines simultaneously while maintaining strong attention to detail.
- Demonstrated ability to achieve deadlines and adjust to changing priorities.
- Excellent interpersonal skills with strong oral and written communication abilities.
- Strong team player.
- Ability to work collaboratively with individuals from all sectors of the community and a commitment to diversity and inclusion.

PHYSICAL DEMANDS

While performing the duties of this job:

- Ability to sit at a computer terminal for long periods of time.
- May need to travel up and down stairs.
- Bend, stoop, and lift to move materials on occasion.
- Pull/push, lift and carry up to 20 pounds on occasion.
- Reach both above and below shoulder height when needed.

WORK ENVIRONMENT

The nature of the work requires the ability to work in an indoor office environment.

Ruth Mott Foundation recruits team members that are as economically, culturally and ethnically diverse as the community we serve. We are committed to diversity and inclusion in all its forms, including but not limited to race, color, religion, sex, national origin, age, disability, height, weight, marital status, sexual orientation, protected genetic information, veteran status, or any other characteristic protected by law.

To Apply: Email cover letter and resume to Resumes@ruthmott.org by May 27, 2022.