

Position Announcement

**Staff Accountant**

Gaylord and Dorothy Donnelley Foundation

The Gaylord and Dorothy Donnelley Foundation is a private foundation located in Chicago, Illinois. As a bi-regional funder with assets of approximately \$200 million, it annually awards approximately \$7 million of grants across three mission areas: arts, land conservation, and museum collections, to not-for-profit organizations located primarily in the Chicago region and coastal South Carolina.

The Foundation seeks an experienced Staff Accountant to be responsible for accounting, financial reporting, and compliance. The Staff Accountant reports to the Director, Finance and Operations.

**RESPONSIBILITIES**

- Maintain and ensure compliance with the Foundation's financial systems and controls.
- Participate in the development of the Foundation's annual budget, including carrying out salary and operating expense benchmarking surveys and analyses and updating expense and grant forecasts.
- Process semi-monthly payroll, 403 (b) contributions, and accounts and grants payable.
- Compile and post monthly and quarterly journal entries.
- Maintain the chart of accounts; maintain an orderly accounting filing system.
- Complete monthly custody and bank statement reconciliations.
- Prepare local, state, and federal government reports and tax filings.
- Prepare work papers for the annual audit.
- Compile financial reports and analyses for the Finance and Investment Committee and Audit Committee.
- Participate in professional development activities of the not-for-profit accounting profession.

**QUALIFICATIONS**

- Bachelor's degree in accounting or finance from an accredited college or university. CPA strongly preferred.
- Minimum ten years' experience in not-for-profit accounting that includes budget preparation, financial reporting, and audit.
- Demonstrated skill in analyzing and solving accounting, budgeting, and auditing issues.
- Strong MS Office skills with a proficiency in Excel and professional accounting software.
- Exceptional interpersonal, collaboration, idea generation, customer service, and communication skills.
- Available for occasional travel and weekend meetings.

**PERSONAL QUALITIES**

The successful candidate will be both highly self-motivated and comfortable working collaboratively with the senior management team and other colleagues. She or he will welcome working in a sleek open-concept office housed in an historic building on the Chicago River. The ability to manage multiple projects successfully in a fast-paced environment and to keep the big picture in mind while maintaining a high level of attention to detail are critical, as are the habits of confidentiality and flexibility. A ready sense of humor and an interest in at least one of the Foundation's three mission areas or related public interest work will be particularly welcome.

*A selection will be made in November, 2018.*

GAYLORD AND DOROTHY DONNELLEY FOUNDATION IS AN EQUAL OPPORTUNITY EMPLOYER WITH A SUPPORTIVE WORK ENVIRONMENT. THE FOUNDATION RESPECTS AND APPRECIATES DIVERSITY IN ITS MANY FORMS.

Further information about the Foundation is at [www.gddf.org](http://www.gddf.org).

*Those interested in this position may call for additional information or e-mail a cover letter and résumé to: [info@himmelfarbgroup.com](mailto:info@himmelfarbgroup.com), to the attention of Susan Himmelfarb*

The Himmelfarb Group 708-848-0086 [www.himmelfarbgroup.com](http://www.himmelfarbgroup.com)