



## **Staff Accountant & System Administrator (Part-Time)**

### **Position Summary**

The Concussion Legacy Foundation (CLF) is seeking a Staff Accountant & System Administrator to manage and maintain the Foundation's financial recordkeeping, accounting activities and constituent database. Primary Responsibilities include accounts payable, accounts receivable, general ledger preparation, constituent data entry/tracking and financial reporting.

**Reporting To:** Vice President, Development

**Location:** Boston, MA

**Status:** Part-Time, Hourly Employee (20-30 hours/week)

### **Responsibilities:**

#### **Accounting:**

- Responsible for financial recordkeeping of all CLF activities and the reconciliation of all accounts on a monthly basis, in a timely manner, in line with the Foundation's established accounting processes and procedures and consistent with generally accepted accounting practices.
- Prepare and maintain accounting related entries to specified journals and accounts in the accounting system (QuickBooks Online).
- Prepare financial and managerial reports, including the publishing of weekly, monthly and quarterly reports of the Foundation's financial performance.
- Manage day-to-day processing of donations, expenses, accounts receivable and payable using QuickBooks and eTapestry. Provide analyses and explanations of all transactions.
- Perform reconciliation of monthly activity and fulfilling tax related requirements:
  - Monthly bank settlements and reconciliation along with monthly report preparation and distribution including balance sheet, P&L and cash flow.
  - Regularly maintain detailed reconciliations of all P&L and balance sheet accounts.
  - Generate and reconcile quarterly and year-end reports
- Ensure accounts receivable/payable requests are resolved and communicated in a timely manner to internal and external parties - including some collection activities.
- Prepare documentation and financial reports for quarterly board reporting and annual audit.
- Support budgeting preparation for department leads.
- Support event management including financial processing (pre-event and on-site), invoicing and expense management.



### **System Administration:**

- Maintain and manage the day-to-day operations of the Concussion Legacy Foundation's constituent database, eTapestry, while maintaining accuracy, integrity, and security.
- Work closely with CLF development staff to provide required data for all donor records utilizing eTapestry queries, reports, and exports, including advanced levels of Excel.
  - Maintain updated development activity records.
- Enter donation pledges and reconcile gifts as they are received maintaining all receivables information.
- Manage all incoming data files on various constituent segments.
- Serve as driver for communication pulls, review of suppressed donors, and creation of donor segmentation for solicitation purposes.
- Support reconciliation of donations from online fundraising streams.
- Provide expertise and technical support to end-users on eTapestry issues; identify, research, and resolve technical problems.
- Provide monthly and quarterly reports to development for board reporting.
- Build and maintain event registration forms in eTapestry in conjunction with the communications team.

### **Qualifications**

- Bachelor's Degree in Accounting or Finance
- Minimum 4 years of experience in non-profit accounting/bookkeeping.
- Knowledge of tax and other compliance implications of non-profit status.
- Technology skills required: Office 365, QuickBooks (Online), Excel, Word, PowerPoint.
- Strong proficiency in systems administration and reporting and experience with eTapestry or other Blackbaud database systems.
- Excellent organizational and communication skills.
- Ability to work flexible hours in support of organizational needs.

### **About the Concussion Legacy Foundation**

The Concussion Legacy Foundation is a 501(c)(3) non-profit organization located in Boston, MA. It was founded in 2007 by Dr. Robert Cantu and Chris Nowinski, Ph.D. to solve the concussion crisis by advancing the study, treatment, and prevention of the effects of brain trauma in athletes and other at-risk groups. The Concussion Legacy Foundation's work [has been featured](#) by the New York Times, Rolling Stone, TIME, Sports Illustrated, ESPN, BBC, PBS, HBO Real Sports and many other news and media outlets. For more information, please visit [ConcussionFoundation.org](http://ConcussionFoundation.org).

### **How to Apply**

To apply for the Staff Accountant/Database Administrator position, please submit a resume and cover letter to [operations@concussionfoundation.org](mailto:operations@concussionfoundation.org).