



**Job Title:** Staff Accountant

**Location:** Jackson, MS

**Reports to:** Chief Financial Officer

**Classification:** Full Time Associates (Exempt)

**Supervisory Function:** None

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**Job Summary:**

The staff accountant reports to the Chief Financial Officer and works collaboratively to ensure a high-functioning financial management operation. This position requires understanding and adhering to generally accepted accounting principles, practices, and procedures, and complying with funders' reporting requirements.

The ideal candidate should have at least 3 years of accounting-related experience and competencies in general ledger preparation, financial reporting, budgeting, forecasting activities, and year-end and audit preparation. Applicants must demonstrate capacities in other skills essential for a high-functioning finance department, including strong organizational skills, the ability to meet deadlines, the initiative to solve problems, and strong technology skills. The staff accountant must demonstrate the capacity to meet tight deadlines and multiple accounting responsibilities simultaneously.

**Key Responsibilities:**

- **Financial Management:** Proficiency in budgeting and auditing preparation, financial reporting, recording journal entries, inputting cash receipts, managing credit cards, preparing bank reconciliations, processing payroll and accounts payables, and managing funds from multiple sources.
- **Regulatory Knowledge:** Understanding nonprofit accounting principles and regulatory requirements, the ability to spot potential issues before they become ripe, and the ability to escalate accordingly.
- **Strategic Thinking:** The ability to contribute to financial planning and support the organization's strategic goals in the near and long term.
- **Communication Skills:** Effectively communicating financial information to non-financial stakeholders, including board members, colleagues, and donors.

**Competencies Required:**

**Mission Alignment:**

- Demonstrates a strong understanding of the Foundation's mission and values, integrating them into daily tasks and interactions.
- Actively seeks opportunities to further engage with the mission and contribute positively to the organization's impact.

**Effective Communication:**

- Communicates professionally and respectfully with team members, community members, and stakeholders, fostering an environment of open dialogue.
- Adapts communication style to meet the needs of diverse audiences, ensuring clarity and mutual understanding.

**Systems and Policy Thinking:**

- Understands the interconnectedness of organizational functions and proactively identifies opportunities for collaboration and efficiency.
- Considers the broader organizational goals in daily work, enhancing strategic contributions.

**Project Management:**

- Prioritizes tasks effectively and meets deadlines, ensuring successful project outcomes through collaboration.
- Provide regular updates on progress and seek guidance as needed to achieve objectives efficiently.

**Financial Acumen:**

- Demonstrates a foundational understanding of financial principles, such as budgeting and expense tracking, to support the organization's financial health.
- Actively pursue opportunities for skill development in financial management through training and mentorship.

**Resource Mobilization:**

- Effectively identifies and utilizes resources to accomplish specified tasks and projects, optimizing outcomes.

**Analytical Ability:**

- Applies analytical skills to problem-solving and informed decision-making, using data to recognize trends that influence work.

**Coaching:**

- Welcomes feedback and guidance, showcasing a commitment to professional growth and an openness to learning.
- Actively seeks opportunities for skill enhancement, adapting to new challenges with enthusiasm.

**Board Engagement:**

- Understands the significance of board governance and seeks to engage with board members, providing valuable insights and perspectives.
- Takes initiative to learn about the board's structure and functions to better align with the organization's strategic vision.

**Qualifications:**

**Education:** Bachelor's degree in accounting, finance, or related field.

**Experience:** Minimum of 3 years of accounting experience in a similar role.

**Skills:** Strong knowledge of Blackbaud Financial Edge NXT or similar accounting software, Excel, Microsoft 365, and Adobe.

**Ethics & Integrity:** High level of professionalism and ethical standards, with a commitment to confidentiality and integrity in managing sensitive financial data. Strong understanding of regulatory requirements and adherence to compliance guidelines.

**Salary Range:** \$45,000 - \$50,000

**Benefits:** 401(k) retirement savings and planning, medical, dental, vision, life AD&D, vacation, medical, and paid holidays. Benefits include cell phone and gym reimbursement, education assistance, and professional development.

**Qualified applicants should submit a letter of interest and resume to [careers@fndmidsouth.org](mailto:careers@fndmidsouth.org). All materials should be addressed to Meshelle Rawls, VP of People & Culture. Candidates invited to move forward in the hiring process should be prepared to submit a writing sample and references.**

**Physical Requirements and Working Conditions.** This position is primarily held in an office setting and will require occasional travel.

This job description may not be inclusive of all assigned duties, responsibilities, or aspects of the job described. It may be amended at any time at the sole discretion of the Employer. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.

This position requires a valid state driver's license, safe driving record, reliable transportation, and insurability through our vehicle insurance carrier.

The Foundation for the Mid South is an Equal Opportunity Employer with a commitment to diversity. We believe that no one should be discriminated against because of their differences, such as age, disability, ethnicity, gender, gender identity and expression, religion, or sexual orientation. All employment decisions shall be made without regard to age, race, creed, color, religion, sex, national origin, ancestry, disability status, veteran status, sexual orientation, gender identity or expression, genetic information, marital status, citizenship status, or any other basis as protected by federal, state, or local law.

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**About the Foundation:**

Founded in 1990, the Foundation for the Mid South is a regional Foundation that brings people together, strengthens communities, and multiplies resources. By working with people and communities with a wide range of resources, skills, and talents, the Foundation strives to nurture families and children, improve education outcomes in schools, and build the economy for all throughout Arkansas, Louisiana, and Mississippi. For more information, please visit: [www.fndmidsouth.org](http://www.fndmidsouth.org).