

Staff Accountant

This is a civilian position that works for a 501(c)3 non-profit that supports the Air Force Academy. This position does not require any military service requirements.

Association of Graduates and the Air Force Academy Foundation

The United States Air Force Academy Association of Graduates (“Association”) and the Air Force Academy Foundation (“Foundation”) believe strongly that the United States Air Force Academy (“Academy”) is a vital national resource, upholding the invaluable mission of developing leaders of character for our Air Force, Space Force and nation. The AOG and Foundation have joined forces to accomplish their complementary missions to actively support these leaders as well as the Academy and its cadets.

The core values of the United States Air Force Academy are Integrity First, Service Before Self, and Excellence in All We Do. These same core values guide the AOG and Foundation, as well as our boards and staff.

Position Purpose

The Association and Foundation seek a dynamic, organized, and detail-oriented professional to serve as the Staff Accountant and will serve under the direction of the Vice President of Finance. The Staff Accountant will assist with month-end close, reconcile general ledger accounts including cash accounts, oversee fixed asset activity, and assist fellow accounting staff as needed for the Association and Foundation, including special projects.

Summary of Responsibilities

- Understand, uphold, and promote the ethical standards and core values of the Academy, the Association and Foundation.
- Learn and understand how the Association and Foundation interact with the Academy and other Academy-related nonprofit organizations that support various areas of the Academy.
- **General Ledger Accounting**
 - Recording processed deposits in the bank account and transfers to/from other financial or organizational institutions
 - Posting monthly merchandise sales activity
 - Posting event revenues to appropriate projects
 - Reconciling the accumulation, and process the distribution, of allocable expenses
 - Maintain schedule of fixed assets, including adding new assets to the database and processing of monthly depreciation
 - Maintain schedule of prepaid expenses and monthly amortization of expenses

- Prepare various monthly account reconciliations and resolve outstanding items
- Provide reports to internal customers as needed
- Process monthly billing for intercompany expenses
- Provide support for annual audits and 990 preparations
- Review, monthly, various state sales and use tax reports prior to third-party submission.
- Generate and distribute financial reports
- Manage the annual schedule of document retention and destruction for the accounting department.
- Perform other duties as assigned.

Knowledge, Skills and Abilities

- Possess excellent written and oral communication skills.
- Ability to work independently with minimal direction.
- Use organizational skills to manage multiple tasks concurrently.
- Apply initiative, creativity, and sound judgment to appropriate situations.
- Work collaboratively with colleagues and with a diverse customer base.
- Meet project deadlines, which includes working accurately and thoughtfully under pressure.
- Ability to use analytical skills to resolve inconsistencies in data sets.

Qualifications

Required:

- A bachelor's degree in accounting or business administration
- A minimum of 3 years of progressive accounting experience
- Working knowledge Microsoft Office 365 program suite, including intermediate to advanced Excel skills
- A valid driver's license and any related insurances.
- Be able to pass a DBIDS Background check, which is required to maintain access to the Association and Foundation's principal offices at the Academy.

Preferred:

- A background with nonprofit accounting software, especially Blackbaud Financial Edge and Raiser's Edge.
- Experience in nonprofit accounting, or fund accounting.

Compensation and Benefits

The salary range for this position is \$55,000 - \$65,000 and will be commensurate with experience. The Association and Foundation offer a competitive benefits package including but not limited to medical, dental, vision, life insurance, short-term disability, long-term disability, retirement and paid time off.

Submission Instructions

Applicants should submit a cover letter and resume to receive full consideration. The position will remain open until filled.