



### **Senior Accountant**

**Status: Full-Time, Exempt**

**Reports To: Chief Financial and Administrative Officer**

### **About the Community Foundation for Northern Virginia**

The Community Foundation for Northern Virginia is building a region that works for everyone by advancing philanthropy and community leadership. Since 1978, we have united thousands of generous Northern Virginians with the causes they care about through donor-advised funds, permanent funds, giving circles, and charitable endowments. We cultivate enduring partnerships with nonprofits, foundations, government, businesses, and community members, maximizing impact to drive meaningful change.

The Community Foundation proudly serves all Northern Virginians in Arlington, Fairfax, Loudoun and Prince William Counties and the Cities of Alexandria, Fairfax, Falls Church, Manassas, and Manassas Park.

### **Position Overview**

We are seeking a detail-oriented and collaborative Senior Accountant to support the Foundation's financial operations and reporting.

This role is the primary accounting resource for the organization, responsible for maintaining the general ledger, leading month-end close, supporting the annual audit, and ensuring accurate and timely financial reporting. The Senior Accountant partners closely with internal teams and may engage with donors and fund representatives to support financial clarity and transparency.

This is an excellent opportunity for someone who enjoys both hands-on nonprofit fund accounting and working in a mission-driven, team-oriented environment.

### **Key Responsibilities**

- Maintain the general ledger, including preparation of journal entries
- Lead month-end close processes, including reconciliations, journal entries, and variance analysis
- Prepare monthly financial statements and reports for leadership
- Play a key role in the annual audit, including preparing schedules and responding to auditor requests

- Ensure compliance with internal controls, policies, and nonprofit fund accounting standards
- Support accurate fund accounting and reporting across multiple fund types
- Partner with the Grants & Gifts Manager to review and reconcile gift, grant, AP, and AR activity
- Serve as a finance partner across Community Leadership, Development, and fund partners, providing clear guidance, triaging questions, and communicating financial information in an accessible way
- Assist with donor and fund-related financial inquiries, as appropriate
- Coordinate with external vendors, including auditors, banking partners, and financial service providers, supporting audit processes, transactions, and ongoing financial operations
- Contribute to process improvements, system enhancements, and documentation of financial procedures

### **Qualifications**

- Bachelor's degree in Accounting, Finance, or related field
- 4–6+ years of accounting experience with responsibility for general ledger, month-end close, and financial reporting (nonprofit and fund accounting experience strongly preferred)
- Strong knowledge of GAAP and financial reporting
- Experience preparing journal entries, reconciliations, and supporting month-end close in a production accounting environment
- Community Foundation experience strongly preferred
- Strong attention to detail, organizational skills, and the ability to communicate financial information clearly in a fast-paced, collaborative environment
- CPA or CPA-track preferred

### **Why Join Us**

- Be part of a mission-driven organization making a meaningful impact in the community
- Join a collaborative team that values partnership, learning, and shared success
- Grow your expertise in nonprofit and fund accounting within a dynamic and evolving organization

### **Work Environment and Expectations**

- Hybrid work environment with a combination of in-office and remote work.

- Occasional evening or early morning availability to support community events, convenings, and meetings.

### **Compensation and Benefits**

- Salary starting at \$87,500 with final compensation commensurate with experience and qualifications.
- 401(k) retirement plan.
- Medical, dental, and vision insurance.
- Paid holidays, paid volunteer day, and PTO.

CFNOVA is an Equal Opportunity Employer and values diversity and inclusion. All qualified applicants will receive consideration for employment without regard to protected characteristics under applicable law.

### **How to Apply**

Interested candidates should submit a resume and cover letter outlining their qualifications and interest in the role to [Careers@cfnova.org](mailto:Careers@cfnova.org).

Applications will be reviewed on a rolling basis until the position is filled. We appreciate all applications; however, only candidates selected for interviews will be contacted.