



Senior Accountant

Organization Name: Community Foundation of Greater Chattanooga

Website: <https://cfgc.org>

About Our Organization:

For almost 60 years, the Community Foundation of Greater Chattanooga has strengthened the community by transforming generosity into lasting change. It exists to connect donors' passions - their values - with purpose, so that they can have a meaningful impact on the community. The mission of the Community Foundation is to transform generosity into lasting change toward a more just and prosperous Chattanooga where all residents can reach their full potential. The Community Foundation of Greater Chattanooga is a trusted community partner, serving at the intersection between ideas and action, needs and resources, donors, and non-profits. The Community Foundation currently has assets under management of over \$300M. The Foundation distributed over \$34M a year in grants last year.

Reports To: Controller

Job Location: Chattanooga, TN-37408

FLSA Status: Exempt

Prepared By: Community Foundation

Prepared Date: February 2026

Job Purpose

The Senior Accountant is a collaborative, detail-driven professional with strong accounting and financial expertise who supports the Foundation's mission by ensuring the accuracy and timeliness of all financial information. In this role, the Senior Accountant works closely with the Finance and Administration Department and teams across the organization to ensure that donations, grants, and accounts payable are processed promptly and in full compliance with Foundation policies and IRS regulations. The Senior Accountant partners with the Controller to reconcile accounts and prepare month-end and quarter-end reports and analyses for donors, the Board of Directors, and other key stakeholders. Additionally, the Senior Accountant works alongside the Finance and Administration Department to uphold office policies and maintain smooth, efficient administrative operations.

The job profile is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. Duties, responsibilities, and activities may change, and/or new ones may be assigned at any time with or without notice.

Tasks

Financial Reporting & General Ledger Management

- Prepare, analyse, and maintain accurate accounting records, financial statements, and related reports in accordance with established standards and procedures.
- Perform monthly reconciliations of bank and investment accounts and resolve discrepancies to ensure the integrity of financial data.

- Manage Accounts Payable (AP) and Accounts Receivable (AR), day-to-day transactional accounting, overseeing vendor and grant payments, reviewing gifts and donations, reconciling general ledger accounts, and ensuring compliance with GAAP.
- Prepare, review, and post recurring and adjusting journal entries, including prepaid expenses, accruals, and inter-fund transactions.
- Maintain the chart of accounts and ensure proper coding and classification of all financial transactions.

Compliance, Internal Controls & Risk Management

- Conduct due diligence on gifts, grants, and accounts payable to ensure compliance with Foundation policies, IRS regulations, National Standards, and donor requirements.
- Collaborate with the Controller to evaluate internal controls, perform risk assessments, and strengthen processes that safeguard Foundation assets.
- Support ongoing compliance with Community Foundation National Standards and internal office policies.

Investment Accounting & Cash Management

- Monitor and report on investment accounts, ensuring adherence to allocation guidelines and performance expectations.
- Coordinate with investment advisors for record-keeping and analysing fund transactions.
- Maintain account consolidation software, Black Diamond, by uploading monthly transaction activity and running monthly and quarterly reporting on investment activities and returns.
- Work with the Controller to develop and maintain operating cash reserves and cash flow forecasts.

Budgeting, Forecasting & Strategic Planning

- Partner with the Controller and Senior Management to design and prepare the annual budget and revenue forecast.
- Assist in tracking and reporting progress toward financial goals outlined in the Foundation's strategic plan.

Board & Committee Support

- Prepare financial materials and present reports to Board Committees and other stakeholders as needed.
- Provide financial analysis and insights to support Board decision-making.

Audit & External Reporting

- Coordinate the preparation of documentation and schedules for external auditors and support the annual audit and Form 990 process.
- Collaborate with the Controller to prepare reports for Committee meetings, website updates, 1099 filings, external meetings with professional advisors, and other needs as they arise.

Grants & Program Support

- Collaborate with staff to manage, track, and report on grants received by the Foundation, including government funding.
- Support the implementation and financial tracking of the Foundation's Impact Investing initiatives.

Systems & Staff Support

- Serve as a resource to staff on financial reporting within C-Suite and other accounting software platforms.
- Provide guidance and support to ensure accurate and efficient use of financial systems across the organization.

Work Activities

- Analyze business or financial data.
- Calculate tax information.
- Conduct financial or regulatory audits.
- Coordinate projects within the Finance and Administration Department.
- Establish interpersonal relationships to facilitate work activities.
- Examine financial records or processes.
- Identify opportunities to improve operational efficiency.

- Maintain data in information systems or databases.
- Prepare financial documents, reports, or budgets.
- Report information to managers or other personnel.

Work Conditions

- Ability to complete tasks with reasonable accommodations.
- Ability to remain at work station for long periods of time.
- Operate a computer and other office machinery such as copy machine and printer.
- Move about the office regularly to access files, office machinery, etc.
- Ability to communicate information and ideas so others will understand. Must be able to exchange accurate information in these situations.
- May infrequently need to lift, carry or otherwise move and position objects weighing up to 25 pounds

Qualification

Years of Experience

5+ years of Accounting Experience

Education

Bachelor's Degree
Finance and/or Accounting

Degree or Formal Training

CPA preferred
Fund Accounting experience preferred
Non-profit experience preferred

Salary & Benefits

Starting Salary Range starts at \$77,490.

Excellent benefits including paid medical, dental and life insurance; 403b and generous leave time.

Apply through our careers page - [Senior Accountant Application](#)

To be considered for this position, please submit your resume with cover letter outlining how your experience and skills match the qualifications of the role.

No phone calls or emails, please.

The Community Foundation of Greater Chattanooga (CFGF) is committed to the perspective of all voices and encourages diversity of applicants and within our organization. CFGF is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, gender identity, sexual orientation, age, national origin, disability status, protected veteran status, or any other characteristic protected by law.