



Financial Accountant

The mission of the Aloha Foundation is to inspire people of all ages to learn, explore, grow, and become their best selves.

The Financial Accountant will serve as an integral part of Aloha Foundation accounting team to account for the operations in accordance with U.S. GAAP. Responsible for developing and documenting complex accounting activities or financial analysis as dictated by business need. Responsible for timely financial reporting and maintenance of the general ledger. Provides documents and financial analysis as needed for the annual audit. Responsible for all payroll administration.

Responsibilities:

- Assist with the monthly and annual close process including GL reconciliations, accruals, and financial reporting.
- Ensure accounting records are retained according to company, IRS, and accounting requirements, and prepare funding specific financial reports.
- Assist in the preparation of year-end audit requirements and schedules.
- Administration and development of accounting and budget software including maintenance, modeling, and reconciliation with other data sets and systems.
- Develop and implement revenue recognition schedule for all revenue.
- Prepare monthly journal entries and imports from other systems as needed.
- Advise programs and department of the proper GL coding for AP and revenue.
- Assist with interfund transactions to ensure proper use of restricted funds.
- Process bi-weekly payroll on an ongoing basis.
- Maintain scheduled payroll disbursements for a multi-state payroll, including deductions, taxes and garnishment consistent with federal, state and labor laws.
- Complies information necessary to complete the 990 tax filings.
- Issue annual 1099's to vendors and the IRS.
- Accounts payable and payroll back-up, as needed.

Requirements:

- Four years of direct experience in accounting
- Working knowledge of GAAP
- Previous experience in non-profit accounting preferred.
- High level of proficiency in excel preferred.
- Experience and working knowledge of Sage Intacct general ledger software preferred.
- Excellent written and verbal communication skills.
- Team player with a positive attitude and sense of humor.



Structure:

- Full-time
- Exempt
- Remote – on site when needed.
- Annual salary starting at \$60,000-\$70,000.
- We offer a competitive salary commensurate with experience.

Please submit a resume and cover letter to humanresources@alohafoundation.org to be considered for the position.

About the Aloha Foundation

The Aloha Foundation is a Vermont-based non-profit organization that provides summer camps, family camps and education programs emphasizing simplicity, the outdoors and living in community. Our programs serve a range of campers and participants from children to older adults, individuals, groups, and families.

The Aloha Foundation, Inc. is an inclusive organization that welcomes people from all backgrounds. We do not discriminate on the basis of race, color, national origin, religion, sex, age, mental or physical disability, sexual orientation, gender identity, marital status, minor children, receipt of public assistance, HIV status, or place of birth with respect to employment and volunteer participation.