



**February 2026**

*Our Mission: The Westchester Community College Foundation, in partnership with SUNY Westchester Community College, provides scholarships, financial and programmatic support to promote student success in college and beyond.*

The Westchester Community College Foundation was founded in 1969 to meet college and student needs not covered by public funds. It is historically a top-performing community college foundation, raising on average between \$4 and \$6 million in private funds annually, and disbursing between \$2 million and \$4 million in scholarship funds and between \$2 million and \$3 million in other support for the College annually.

**Job Title: Part-Time Accountant**

**Reports to:** Chief Financial Officer (CFO)

**Team Structure:** Collaborative Finance Team (CFO, two part-time accountants, Finance Associate, and Database Manager)

**Role Type:** Part-time (14 hours/week)

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### **Position Summary**

We are seeking a detail-oriented and collaborative Part-Time Accountant to join our mission-driven finance team. **This position is being created to enable prompt and accurate reporting of revenues and expenses resulting from a multi-year \$40 million capital campaign.**

The ideal candidate will possess a strong background in nonprofit fund accounting, specifically in managing restricted assets and endowment funds. In this role, you will work closely with another part-time accountant and the CFO to ensure the integrity of our financial records during this period of significant growth. You will execute the monthly close process, perform reconciliations, and prepare draft financial statements that reflect the complex reporting requirements of a major capital initiative.

### **Key Responsibilities**

- **Capital Campaign & Restricted Fund Management:** Track and report on campaign-related revenues and expenses, ensuring strict adherence to donor intent and proper classification of net assets "with donor restrictions".
- **Endowment & Investment Accounting:** Assist in the accounting for the Foundation's investment portfolio and endowments.
- **Monthly Close & Reporting:** Collaborate with the existing accounting staff to execute the month-end close process, ensuring all journal entries, including investment activity, are recorded accurately.
- **Reconciliations:** Perform monthly bank reconciliations and reconcile key balance sheet accounts, including investment and endowment-related accounts.

- **Financial Statement Preparation:** Assist in the preparation of draft internal and external financial statements in accordance with **FASB GAAP Standards**, with specific focus on **ASU 2016-14** presentation requirements for restricted net assets and endowments.
- **Audit Support:** Prepare and organize supporting documentation and schedules for external auditors, particularly regarding campaign gifts and endowment roll-forwards.
- **Team Collaboration:** Partner with other Finance Team members to ensure timely and accurate reporting for stakeholders and donors.
- **Other duties** as assigned.

#### **Required Skills & Qualifications**

- **Education:** Bachelor's degree in accounting is required.
- **Nonprofit Accounting Expertise:** Strong knowledge of **fund accounting** and **FASB GAAP**, with demonstrated experience in **restricted fund accounting** and the management of **endowments**.
- **Investment Knowledge:** Familiarity with accounting for investment portfolios, including tracking original gift corpus separately from investment earnings.
- **Software Expertise:** Strong working knowledge of **Blackbaud Financial Edge NXT** or similar sophisticated fund accounting software is required. Experience with endowment management or allocation modules is a plus.
- **Technical Proficiency:** Advanced proficiency in Microsoft Excel is required for complex data analysis and financial reporting.
- **Operational Experience:** Proven experience in day-to-day accounting operations, month-end close, and preparing financial disclosures for nonprofit organizations.
- **Interpersonal Excellence:** Exceptional communication skills with a demonstrated ability to work effectively in a mission-driven team.

#### **POSITION EFFECTIVE:**

- This newly created position is available immediately.

#### **Compensation & Benefits**

- **Salary Range:** \$40.87/hr. to \$50.63/hr.
- **Hours:** 14 hours per week, with the potential to add hours over time.
- **Work Arrangement:** Initially 100% in-office with the potential to work remotely up to one day per week after an initial period.
- **Leave:**
  - 3 weeks of unpaid vacation annually.
  - Sick time accrual of one hour for every 30 hours worked, up to a maximum of 40 hours per year.
- **Note:** This role does not include other paid time off, healthcare, or retirement benefits.

**ADDITIONAL INFORMATION:** This is a **part-time exempt** position.

#### **APPLICATION INSTRUCTIONS:**

You must be legally eligible to work in the United States at the time of hire. Qualified applicants should send a cover letter and resume to [WCCFoundation@sunywcc.edu](mailto:WCCFoundation@sunywcc.edu), subject line, "Accountant," to the attention of:

Jeffrey Goldberg, CFO  
 Westchester Community College Foundation  
 75 Grasslands Road  
 Valhalla, NY 10595

Interested candidates should submit their application by the deadline of **Wednesday, March 13, 2026**. The review of candidates will begin immediately and continue until the position is filled.

The Foundation will provide equal opportunity in all of its employment practices to all persons without unlawful discrimination on the basis of political affiliation, age, race, color, national origin, ancestry, citizenship, genetic information, religion, disability, sex, sexual orientation, gender identity, gender expression, marital status, parental status, pregnancy, arrest or conviction record, membership in any reserve component of the armed forces, or use or non-use of lawful products off College premises during nonworking hours, or any other status protected by applicable state or federal law.

### **About WCC Foundation**

Created in 1969, the Westchester Community College Foundation advances the College's pursuit of excellence in education, research, and public service. The Foundation, a 501(c)(3) tax-exempt organization, has a singular mission: to support Westchester Community College. WCCF consistently ranks amongst the top ten highest performing community college foundations in the nation for overall fundraising. To date, the Foundation has raised over \$100 million in philanthropic funds, awarded \$24 million in scholarships, invested \$3.25 million in faculty excellence, received 250,000 volunteer hours, added 72,000 square footage of instructional space to the College campus, established 40 endowed faculty chairs, and created The Native Plant Center.

### **About Westchester Community College**

Westchester Community College, which recently celebrated its 75th anniversary, is a non-residential suburban institution 30 miles north of New York City. In 1957, the County of Westchester bought the 360-acre John Hartford estate in Valhalla and designated 218 acres for the community college. WCC is committed to helping its diverse student population receive a college education. As a Minority and Hispanic Serving Institution, the College has a student body that reflects the diversity of Westchester County: 50% of students are above age 22, 60% are first-generation students, 69% of students are non-white, 49% attend part-time, and 61% of students receive federal, state, or institutional financial aid. In addition to its traditional academic coursework, the College is committed to providing workforce education for "middle skill" employment opportunities in industries that require at least an Associate's degree and provides family-sustaining wages and opportunities for professional growth.

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