

SAGAMORE INSTITUTE

INNOVATIVE IDEAS. REAL RESULTS.

Job Description

Sagamore builds and implements solutions to society's biggest problems. Through research, consulting, and impact investing, we fight for a society uplifted by heartland policy innovation, business solutions, and citizen engagement. To learn more, visit our [website](#).

We are seeking a **Staff Accountant** to assist the CFO in maintaining Sagamore's financial processes by performing day-to-day accounting and data management functions. Interested candidates should be process-oriented problem solvers that are motivated to make a difference, demonstrating excellence, humility, and grit in their personal and/or professional experiences.

Position Title: Staff Accountant

Reports To: Chief Financial Officer

Classification: Full-Time, Exempt

Location: Indianapolis, IN (Sagamore Headquarters Office)

Job Functions: The Staff Accountant is required to perform a range of duties, including:

Accounting Duties:

- Assist with daily finance activities such as cash receipts, cash disbursements, and A/R
- Learn Intacct financial database, create management reports, and perform daily batch entry
- Monitor Sagamore's bank accounts and assist with credit card, wire, ACH, and stock gifts
- Oversee Sagamore's donation and payment processes, including entering contributions in Salesforce, verifying entries, and generating receipts
- Document and create work papers in accordance with audit specifications
- Reconcile credit card statements

Organizational Support:

- Review and improve procedures for the finance team and work across departments to meet the accounting and data needs of the organization
- Assist with semi-monthly payroll, document HR policies, and handle all aspects of the hiring and termination process in partnership with our PEO
- Ensure proper documentation of grants/contracts and work with project leads to ensure proper reporting

Job Qualifications and Requirements:

- Accounting Degree
- Experience with the following preferred: Intacct, Salesforce
- Good communication, administrative, and organizational skills
- Self-starter with an ability to prioritize tasks and implement solutions

Compensation and Benefits: Sagamore Institute offers a competitive compensation and benefits package including base salary, 401k, health, life, dental and disability insurance benefits.

Application Process: Please visit www.sagamoreinstitute.org/careers to submit a cover letter, resume, and salary requirements. Applications will be considered on a rolling basis.