



Position Title: Administrative Assistant/Bookkeeper
Reports To: Executive Director

General Description: A capable, experienced administrative assistant with bookkeeping experience, contributing to an efficient, professional administrative office, ensuring accurate and timely financial record processing, and supporting Community Foundation goals and Executive Director in nurturing donor relations.

Qualifications:

- Experience with Microsoft Office and with financial accounting software
- Organizational skills
- Ability to successfully handle multiple tasks simultaneously
- Experience working in similar environment

Scope of Work Components:

- Assist the Executive Director with activities deemed necessary for productive day to day tasks.
- Assist the Communications & Grantmaking Coordinator
- General Office tasks: handling of mail, answer phones and serve as the front person of the office, prepare and send acknowledgement letters, file appropriate supporting documentation
- Knowledge of Microsoft word, excel, outlook, power point
- Prepare agendas and minutes for meetings
- Prepare bank deposits and take to local financial institutions
- Prepare checks for signature
- Provide research, as needed, on contributions and grant records.
- Prepare computerized spreadsheets, models, graphics and reports as needed.
- Data entry for contributions and grant transactions entered into database system for further use in reports by Board of Directors, Director of Finance, auditors, and staff.
- Post all gifts, disbursements, and grants
- Order office supplies
- Maintain financial records using bookkeeping software and online spreadsheets
- Maintain supporting documentation as ready reference of any recorded transaction
- Maintain records of each individual donor fund
- Check financial reports and records for accuracy
- Reconcile all checking accounts monthly for approval

- Assist with preparation of audits
- Record monthly general journal entries for depreciation, accrued expenses and investment accounts provided by the Director of Finance
- Process semi-monthly employee contributions and quarterly employer contributions to the Foundation's retirement plan.
- Maintain past accounting records
- Assist in the development of the annual budget
- Safeguards and secures all financial records

- **Other:**
- Passion for community work, learning, and problem solving
- Highest ethical standards, honesty, integrity, professionalism, politeness, courteousness and the ability to appropriately protect confidential information;
- Ability to work independently and to meet deadlines
- Organizational skills and the ability to multi-task
- Strong interpersonal skills, including verbal and written communication skills
- The ability to relate well to and understand a wide variety of people and donors that comprise Community Foundation constituencies
- A positive attitude, professionalism, flexibility and dedication to quality and accuracy and an ability to work well with co-workers in a small office

Hourly Position: \$15.00 - \$17.00 per hour plus benefits

Status: Full-time; Office Hours – 8:30 am – 4:30 pm, M-F