



**Job Title:** Accounting & Operations Manager

**Job Type:** Full-time, non-exempt

**Reports to:** President & CEO

#### Position Description

The Accounting and Operations Manager plays a key role in the Community Foundation's financial stability by managing all financial, accounting, and budgetary administration for the organization. The Accounting & Operations Manager contributes to the Community Foundation's operations and infrastructure by managing the daily operations of the office, personnel and benefits administration, and relationships with the outsourced back-office processor and other related financial institutions, consultants, and vendors. This position reports to the President & CEO.

#### Responsibilities

##### **Finance and Accounting**

- Prepare and review accurate and timely financial records including but not limited to accounting, payroll and related taxes and benefits, tax and regulatory compliance, insurance, charitable gifts, grants, earnings and investments and reconciliation of accounts.
- Oversee gift entry, gift acknowledgement, grant transactions and audit confirmations for funds.
- Process accounts receivable, accounts payable, grants payable and associated records.
- Develop and maintain existing accounting policies and procedures. Ensure all necessary internal accounting controls are in place.
- Develop annual operating, capital, and grants budgets in cooperation with CEO.
- Produce monthly, quarterly, and annual financial reports and communicate financial information on a timely basis to the CEO, Finance Committee, and Board of Directors as needed for organizational decision-making.
- Serve as primary staff liaison to the Finance and Audit Committees.
- Review draft of audited financial statements and draft of IRS Form 990.

##### **Operations and Infrastructure**

- Supervise Office Assistant and oversee daily operation of front desk duties.
- Oversee and monitor Foundation's administrative policies and procedures and human resource practices including maintenance of employee policies and handbook.
- Prepare monthly payroll and manage quarterly payroll tax forms and reports.
- Manage and implement employee benefit program.
- Responsible for annual W-2s, 1099s, 990s, and any other relevant filings.
- Maintain and conduct annual reviews of insurance policies and risk management.

- Manage non-monetary assets such as property, equipment, contracts, and facilities.
- Oversee inventory of office supplies and necessary purchasing.
- Oversee Foundation's office equipment and information technology systems including basic data security and purchase/update as needed.
- Ensure organizational compliance with digital filing system and document retention policy.
- Participate in weekly staff meetings.
- Serve as Board Secretary.

### **Fund Administration and Donor Services**

- Oversee process for preparation and distribution of quarterly statements for donors.
- Act as primary contact for agency funds and secondary contact for donor advised funds.

### Necessary Skills

- Technology proficiency, including strong MS Excel skills, and an ability to quickly learn and utilize the Foundation's enterprise information management system for accounting, fund administration, and reporting purposes.
- Excellent interpersonal skills, including the ability and desire to work as a member of a team.
- Excellent organizational and time management skills with high attention to detail.
- Strong oral and written communication skills, including an ability to translate financial terms for non-financial audiences.
- Evidence of professional achievement and/or success in delivering results in areas of professional responsibility, including a capacity to take initiative, demonstrate creativity and work independently.
- Remains flexible and successful within changing environment and demands.
- Values a commitment to serve the community.

### Qualifications

- Bachelor's degree in accounting or related field and/or five years of progressive accounting experience. Experience in fund accounting/nonprofit accounting preferred.
- Great love of Kansas and/or Reno County with a strong desire to make it greater.

### Salary/Benefits

Compensation will be commensurate with experience, but will range from \$45,000-\$55,000 annually. Hutchinson Community Foundation offers a benefit package including health insurance, generous paid time off, nine paid holidays, and a retirement plan.

### Office Hours

Monday through Friday 8:30 a.m. to 5:00 p.m. with a one-hour lunch. Occasional events on evenings and weekends.

### How to apply

Please send your digital resume and cover letter to Aubrey Abbott Patterson, President & CEO, at [aubrey@hutchcf.org](mailto:aubrey@hutchcf.org) by May 28, 2018.