



Position Announcement
Accounting and Operations Associate

Hutchinson Community Foundation is seeking a full-time Accounting and Operations Associate to join our team. We anticipate this position will require 40 hours per week in our office.

General Description:

The Accounting and Operations Associate supports the mission of Hutchinson Community Foundation by providing general administrative support to various staff members; management of the office, including meetings and materials; assisting with events; and a full range of accounting, database, and administrative support for the Accounting and Donor Services staff.

General Duties:

Assist Controller with daily, monthly and annual accounting and bookkeeping entries.
Assist Controller with preparation of various financial reports, including annual audit.
Work closely with Controller and Donor Services officer to prepare distribution calculations and communication of the same with charitable beneficiaries.
Assist Donor Services Officer with grant requests, gift receipts and maintenance of donor records.
General office management, including telephone system, mailings, hospitality and scheduling meetings held in our office by outside organizations.
Collaborate with Foundation staff to coordinate functions both in our office and at other locations.
Maintain office supply inventory.
Assist President and CEO with preparation of materials for board and committee meetings.

Necessary Skills:

Commitment to the Community Foundation's core values.
Highest level of attention to detail and understanding the confidentiality of our work.
Strong verbal and written communication skills.
Excellent organizational skills.
Proficiency in Microsoft Office with exceptional skills using Excel.
Proficiency in Adobe.
Understanding of accounting principles.
Professional customer service skills.

Ability to take initiative, follow-through and communicate.

Qualifications:

Associates degree or higher in accounting or related area. Or three to five years of bookkeeping experience.

Experience working collaboratively in an office or similar setting.

Flexible, ethical and punctual teammate.

Commitment to our community and all its citizens.

Salary and Benefits

Compensation for this position will range between \$19.00 and \$22.00 per hour, commensurate with experience and other qualifications. This is a 40-hour per week position. For this type of position, Hutchinson Community Foundation offers a benefit package including health insurance, generous paid time off, nine paid holidays, and a retirement plan.

Hutchinson Community Foundation follows an equal opportunity employment policy and employs personnel without regard to race, color, national origin, religion, sex, sexual orientation, gender expression, age, physical ability, veteran status, military obligations, marital status, genetic information or non-job-related factors in hiring, promoting, training, benefits, layoffs, terminations, recommendations, rates of pay, or other forms of compensation. Opportunity is provided to all employees based on qualifications and job requirements.

Hutchinson Community Foundation promotes the full realization of this policy through a positive, continuing program of diversity, equity, inclusion and accessibility. We are committed to search a broad pool of candidates in order to welcome diverse candidates.

Please submit a thoughtful email and resume outlining your qualifications and passion for joining our team to info@hutchcf.org. Only email applications will be accepted. No phone calls, please. Applications will be reviewed until the position is filled.

December 13, 2023