



where everyone is accepted

**JOB TITLE: Accounting Assistant**

**REPORTS TO:** Executive Director of Operations

**EFFECTIVE DATE:** September 23, 2020

**FLSA STATUS:** Non-Exempt, full or part-time (min. of 30 hours)

**PRINCIPAL DUTIES AND RESPONSIBILITIES**

The Accounting Assistant (Assistant) has the following areas of responsibility:

1. Data entry report preparation in maintaining accounting record.
2. Providing accounting and administrative support to the First Community Foundation.
3. Other support to the Executive Director of Operations and Controller.

In performing these duties, the Assistant will perform data entry of accounting records, maintain spreadsheets, coordinate meetings, prepare lists and reports, organize events, prepare materials for meetings and provide administrative support to the Executive Director and Controller. He or she will frequently interact with donors, members and staff of First Community. The Assistant will also provide administrative support to the Executive Director of Operations and Controller which may include preparation of letters, setting meetings and other requested tasks.

**ESSENTIAL FUNCTIONS**

- Become knowledgeable of the donor database utilized by FCC and be able to enter data, run reports and prepare analyses
- Perform data entry and other functions with respect to accounting records
- Prepare various reports and analyze
- Attend meetings, prepare minutes and address follow up items
- Provide administrative support for any capital campaigns by preparing information, performing analyses, scheduling appointments, and maintaining files
- Coordinate events and other activities
- Interface as necessary with the Business Office personnel to clarify terms of any special gifts and other information, as required
- Coordinate all daily and monthly accounting activities of the Foundation
- Oversee the organization and maintenance all Foundation fund files
- Maintain computerized database of fund and grant records
- Prepare reporting and analysis of fund and grant activities, including dashboards to fund stakeholders
- Coordinate events and other activities
- Complete special project assignments, as needed

General duties would include:

- Ability to prepare letters, meeting minutes and other correspondence
- Provide other administrative support to the Executive Director and Controller as needed
- Attend and participate in regularly scheduled staff meetings and other activities

### **QUALIFICATIONS AND REQUIREMENTS**

- Bachelor's degree preferred but not required
- Exceptional organizational skills
- Minimum of 5 years of similar experience
- Highly detail oriented
- Ability to multitask and prioritize
- Ability to maintain a high level of confidentiality
- Ability to maintain a professional appearance and manner
- Excellent oral and written communication skills
- Ability to contend with a wide variety of people on various issues
- Ability to work in a busy office with constant interruptions
- Ability to work independently and as a team player
- Excellent computer skills, including proficiency in Microsoft products, including Word, Excel Access, Outlook, One-Note, ShareFile, and PowerPoint

### **PHYSICAL REQUIREMENTS**

- Regularly spend long hours sitting and using office equipment and computers
- Regularly move from sitting to standing positions effortlessly
- Regularly work on repetitive tasks
- Regularly use hands and fingers to handle, control or feel objects
- Regularly speak clearly so listeners can understand
- Regularly understand the speech of another person
- Frequently bend to file and maintain files
- Occasionally lift 5-10 pounds

*First Community Church is an Equal Employment Opportunity (EEO) employer and does not discriminate on the basis of race, color, national origin, religion, gender, age, veteran status, political affiliation, sexual orientation, marital status or disability (in compliance with the Americans with Disabilities Act) with respect to employment opportunities.*

*This position description is not to be construed as an exhaustive statement of accountabilities, duties, responsibilities or requirements. Any individual may be required to perform any other job-related activities or functions requested by his/her manager, subject to reasonable accommodation. [Insert Company Name] reserves the right to modify this job description to reflect changes in essential job duties made necessary by changing organizational needs, subject to reasonable accommodation.*