



POSITION ANNOUNCEMENT: ACCOUNTING ASSOCIATE

Status: Part-Time (20 hours per week), Hourly, Non-exempt

Reports to: Vice President of Finance and Operations

Organization Overview

The Licking County Foundation helps people leave a lasting legacy to the community. We are many causes and generous donors with one common desire: to improve the lives of the people in our own backyard. Established over years ago, the Foundation has grown to more than \$148 million in assets through generations of gifts made by compassionate donors. Investing in our home has changed the lives of countless people by providing resources to a neighbor in need, helping a student achieve their dream of college, enhancing the beauty of our parks, supplying books to encourage an early love of reading, and much more. Licking County Foundation serves Licking County, Ohio with offices located in downtown Newark. For more information, please visit www.thelcfoundation.org.

Position Overview

The Accounting Associate position assists in the daily fiscal operations of the Foundation, including routine accounting functions, administrative tasks, and special projects related to the organization's infrastructure and operations. A basic knowledge of accounting, ability to conduct independent research, strong organizational skills, and capability to communicate well with staff in all areas of the organization are essential to the success of the position. The Accounting Associate is required to perform the responsibilities of the position accurately, in a timely manner, and with strict confidentiality.

Essential Responsibilities

Accounting:

- Obtains W-9 records for new vendors, sets up and maintains vendor records including GL defaults and 1099 reporting as applicable
- Organizes vendor invoices as received via mail or email; enters A/P invoices into Foundant Community-Suite software; and maintains A/P invoice files
- Processes A/P item entry including vendor invoices, check requests, expense reimbursements, and credit card reconciliation
- Prints A/P checks and coordinates securing check signers
- Works with the Vice President of Finance and Operations to process payroll semi-monthly
- Uploads check file for positive pay
- Organizes checks as received via mail; and scans check copies
- Provides back up for gifts and grants processing
- Processes incoming mail under dual control, logs and scans checks

- Processes bank deposit weekly
- Assists in the preparation for external audit, filing of 990 tax returns
- Processes year-end 1099 forms and related 1096 information return
- Assists in the preparation of financial reports and analysis as requested
- Prepares organizational responses for a variety of relevant industry surveys
- Maintains records of asset additions and depreciation schedules

Records Management:

- Maintains corporate document, human resources, and real estate files
- Maintains paper and electronic documents in accordance with records retention and destruction
- Maintains shared password file and staff emergency contact file
- Processes all filing (including A/P; gift, grant and scholarship records; correspondence, etc.)
- Maintains corporate document files in compliance with records management policies
- Manages annual records retention and destruction process in accordance with LCF's policy
- Maintains and updates policy binders for all staff
- Maintains and updates property lease binder

Administrative and Reporting:

- Provides support for preparing and mailing quarterly fund statements and year-end donation statements
- Assists with scheduling meetings with staff, trustees, vendors, etc.
- In conjunction with the Vice President of Finance and Operations, prepares dockets for committee meetings, including but not limited to, Audit, Finance & Investment, Human Resources, and Real Estate committees
- Takes minutes during committee meetings, including but not limited to, Audit, Finance & Investment, Human Resources, Real Estate committees; and prepares timely draft minutes for review and approval by the Vice President of Finance and Operations
- Maintains files, prepares spreadsheet and monitors receipt of annual Conflict of Interest statements from committee members, Audit, Finance & Investment, Human Resources, and Real Estate committees
- Prepares quarterly grant distribution reports for board meetings
- Assists with new fund process
- Assists with the management of real estate properties
- Assists with collecting and tracking annual fiscal operations benchmarking data
- Performs other duties as deemed necessary for the smooth operation of the organization's fiscal, real estate and personnel operations
- Assists with preparing onboarding and orientation materials for new staff members
- Updates internal contact lists, including staff telephone extensions, birthdays, and work anniversaries; and distributes as necessary
- Orders staff and board name badges
- Manages recording main auto attendant telephone messages, including updates for special greetings, holidays, etc.

- Performs general clerical and administrative tasks as deemed necessary for the smooth operation of the Foundation's fiscal services, including typing letters/emails, phone calls, mailings, filing, copying, scanning, faxing, etc.
- Assists the Vice President of Finance and Operations with administrative tasks and special projects as assigned

Other:

- Participates in weekly staff meeting
- Participates in relevant or required professional development
- Occasional attendance at Foundation events outside of work hours
- Provides back up to picking up, dropping off, opening and distributing mail
- Performs other duties as assigned by the Vice President of Finance and Operations

Working Conditions and Schedule

- Maintains scheduled work hours, Monday to Friday
- Regular work week is 20 hours per week
- Open concept office environment
- Some meetings and/or special events may require time outside of regular work week
- Remote work may be applicable to this position

Education

- Associates Degree in Accounting preferred; or equivalent accounting/bookkeeping work experience or formal training required
- Ohio Notary Public license a plus; or willingness to become one

Qualifications and Experience

- High level of interpersonal skills, with customer service experience in handling confidential and sensitive customer information required
- Data entry experience required; accounting data entry preferred
- Finance office, cashier, or bank teller/CSR experience preferred
- Nonprofit and/or philanthropic experience preferred

Knowledge, Skills and Abilities

- Excellent computer skills: proficiency in the use of Microsoft Office (Word, Excel, PowerPoint, Outlook, etc.), Adobe Acrobat and QuickBooks; experience with donor/grants database programs; and the ability to learn specialized community foundation management software
- Excellent math skills
- Intermediate level of Microsoft Excel skills (including filtering, graphing, functions)
- Expertise with a variety of online collaboration and meeting/event platforms
- Strong organizational and problem-solving skills, prioritization, and self-motivation skills
- Strong written and oral communication skills
- Ability to prioritize and handle multiple tasks independently, effectively managing shifting priorities and time-sensitive projects to meet deadlines
- Well-organized, accurate, flexible and self-directed

Key Attributes

- A commitment to the Foundation's values and mission, including an interest in serving the community
- Work courteously, effectively, and comfortably with others including donors, community leaders, volunteers, Foundation staff members, trustees, and visitors to the Foundation
- Ability to work within a team structure
- Personal and professional integrity
- Excellent judgment, flexibility, collaborative, and initiative
- Friendly and accessible
- Exhibit professionalism in conduct, appearance, and performance

Physical Demands

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is frequently required to use hand to finger, handle or feel. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 20 pounds.

Compensation

Part-time (20 hours per week); hourly; non-exempt position. Hourly wage range: \$19.75 to \$29.60 per hour. Compensation for this position will be commensurate with the selected candidate's work experience and qualifications. The Foundation offers a benefits package including dental, vision, SEP IRA retirement plan, paid time off (including holidays, vacation time and sick leave), and professional development allowance.

Application Process

If you are interested in applying for this position, please submit your resume and letter of interest to info@thelcfoundation.org. Please type "Accounting Associate" in the email subject line. All submissions are confidential. This posting will remain active until the position is filled.

Licking County Foundation is an equal opportunity employer. The Foundation is committed to providing equal employment opportunity to all persons in connection with hiring, assignment, promotion, compensation or other conditions of the employment relationship regardless of race, color, age, sex, marital status, disability, pregnancy, citizenship, philosophy/religion, national origin, sexual orientation, gender identity, military or veteran status, political affiliation or belief, or any other status protected by federal, state or local law.