



## McPherson County Community Foundation Administrative Assistant

The McPherson County Community Foundation seeks a part-time Administrative Assistant. Primary areas of responsibility are banking and financial record keeping, donor and grant correspondence, database entry and reporting, and office operations.

### **SPECIFIC RESPONSIBILITIES:**

- **Financial, Administration, Donor and Grant Correspondence:** Receives and deposits charitable gifts and prepares acknowledgements using Word merge process. Receives invoices and mails out checks for Accounts Payable and Grants Payable. Maintains filing system for all financial and administrative records. Provides office support for annual audit. Monitors outstanding checks and checking account balance. Checks tax status of grantees. Transmits quarterly fund statements.
- **Database Entry, Management and Reporting:** Enters fund, donor, grantee, vendor, gift, grant and accounts payable records. Updates fund and profile information. Prepares reports for accountant, program officer and President/CEO. Prepares grant letters and transmits gift and grant information to fund representatives.
- **Office Operations:** Procures goods and services as assigned. Provides support to President/CEO and Program Officer as needed, including but not limited to preparing correspondence and managing documents. Responds as appropriate to requests for information from donors and grantees. Maintenance of all Foundation board and volunteer documents.

### **Experience**

Requires a minimum of three years of administrative experience, including significant financial and database responsibilities. Experience with Microsoft Word and Excel preferred.

### **Education**

High school diploma required with some college credits preferred.

### **Other**

High ethical and professional standards required. Must have excellent organizational skills and be a self-starter able to work independently. Excellent communication skills required, as are attention to detail, time management and the ability to multitask.

### **Salary**

Competitive, based on experience.

***The McPherson County Community Foundation is an equal opportunity employer and is committed to providing equal employment opportunities to all applications and employees without regard to race, color, religion, sex, national origin, disability, age, genetic information, and military or veteran status.***