

## JOB DESCRIPTION

**Job Title:** Accounting Assistant  
**Responsible to:** Vice President of Finance  
**Status:** Full-time hourly employee (40 hours per week)  
**Purpose:** To provide leadership in strengthening philanthropy in the Greater Manhattan Community Foundation through the granting process.



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*The Accounting Assistant shall work under the direction and supervision of the Vice President of the Greater Manhattan Community Foundation. This is a full-time position with benefits.*

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### Qualifications

1. Two or more years of accounting experience preferred.
2. Familiarity of the community and the individuals, businesses and non-profit organizations therein.
3. Interpersonal skills to effectively interact with grant-seekers, board members, donors, from diverse backgrounds.
4. Basic computer literacy and willingness to learn and use the GMCF programs.
5. Excellent time-management and organizational skills.
6. Excellent oral and written communication skills.
7. Detailed oriented, highly organized, and accurate.
8. Ability to multi-task and work well under pressure and deadlines.
9. Ability to handle diverse work load.
10. Valid Kansas Driver's license as position will have travel.

### Leadership

- Work collaboratively with other staff and volunteers to achieve organizational goals and objectives.
- Be aware of community needs and interests as they relate to GMCF goals.
- Steward GMCF relationships between existing and prospective constituents.
- Keep GMCF files updated and backed up for security and historic purposes.
- Maintain confidentiality at all times.

### Accounting

- Process distribution requests and related correspondence.
- Prepare and submit deposits.
- Assist with gift processing, generate stewardship letters and prepare deposits.
- Assist with fund transactions (entry of donations, distributions, and investment return to component funds).
- Assist in preparation of disbursement requests and processing.
- Assist with preparation and distribution of fund statements to fund advisors/authorized representatives.
- Assist in payroll and accounts payable processes.
- Assist with local, state, and federal tax reporting as required.
- Provide backup to Vice President for Finance when necessary.

### Stewardship

- Prepare gift acknowledgements.
- Maintain up-to-date donor and constituent information of fund holders.
- Assist fund advisors and authorized representatives as required.

### Other

- Assist with receptionist duties as needed.
- Other duties as assigned.