



AKRON
COMMUNITY
FOUNDATION
ENRICHING LIVES SINCE 1955

Finance & Accounting Administrator

Position Description

The Finance & Accounting Administrator is a full-time position that will support the finance department. This position reports to the Chief Financial Officer. This role will be responsible for day-to-day accounting and financial operations, such as gift processing, accounts payable and quarterly statements, and will serve as backup for the Director of Accounting and Administration.

Personal Characteristics

The Finance & Accounting Administrator is detail-oriented, organized and proactive. Their work is accurate and on time. This person works well within a team environment, but is a resourceful self-starter. The best candidate for this position is a quick learner who excels at meeting deadlines. They are able to prioritize their work and have the ability to juggle multiple projects, while also looking for ways to streamline duties when possible. Ability to maintain highly confidential information is a must. The ideal candidate will thrive in a fast-paced, mission-driven environment and will contribute to the foundation's commitment to financial integrity and transparency.

Key Responsibilities:

- Gift processing
- Accounts payable, which includes vendor compliance with IRS regulations (i.e. W-9s)
- Deposit preparation
- Bill for pledges
- Follow-up on pledges and recurring gifts
- Provide administrative support during budget preparation
- Assist with quarterly budget reports for senior staff
- Assist with reports and information packets for Finance Committee meetings
- Provide general administrative assistance to the CFO and Director of Accounting as needed
- Assist with bank reconciliation for checking/credit card accounts
- Assist with benefits administration (i.e. updating records annually/when needed)
- Assist with monthly and quarterly reports
- Assist with annual audit
- Assist with quarterly fund statements
- Serve as back up for Director of Accounting and Administration

Education & Experience

- 2-4 years of administrative experience, foundation or nonprofit experience preferred
- Associate's degree in accounting, finance or a related field required, Bachelor's degree preferred

- Knowledge of financial and accounting principles and best practices
- Excellent organizational skills
- Excellent interpersonal skills
- Strong Microsoft Office proficiency
- Experience with akoyaGO or other database management systems preferred
- Ability to quickly learn and adapt to new programs and software as needed

Akron Community Foundation is an equal opportunity employer. The salary range for this position is \$45,000-\$55,000 and also includes a comprehensive benefits package. Please send cover letter and resume with three (3) references to De Shawn Pickett at dpickett@akroncf.org by Friday, February 21, 2025.