



ADMIN & ACCOUNTS COORDINATOR

JOB DESCRIPTION

April 2022

Location: Liberty, IN

Reports to: Executive Director

Time Commitment/Status: Full-time Non-Exempt (35 hours per week); Hourly, Office hours of 9:00a-4:00p M-F; occasional evenings, weekends may be required

Salary Range: Commensurate with experience and qualifications

Reporting: Reports to the Executive Director

About the Union County Foundation

The Union County Foundation is a 501(c)3 non-profit organization serving the community of Union County, IN. Established in 1989, the Foundation has promoted philanthropy, charitable endowment building, community growth and quality of life improvement by working with donors, organizations and volunteers. At the center of Foundation's mission is building permanent charitable assets, supporting residents in their philanthropic endeavors, grant and scholarship programs and community development.

Job Description Summary

The Admin & Accounts Coordinator is a valued member of the Union County Foundation and supports its effectiveness and efficiency by managing key office responsibilities and supporting the work of the Foundation team. Equally, the Coordinator handles the financial recording and reporting, data management and office communications.

A successful candidate will be both people- and process-oriented, able to serve as the first positive Foundation contact with the public as well as develop and follow detailed procedures. The candidate will observe a high level of confidentiality and respect for others when dealing with sensitive and private personal and financial information. A candidate who is motivated by innovation and comfortable with change is ideal.

Key Responsibilities

- Promote the mission of the Union County Foundation and the support of Union County, Indiana in and outside the office.
- Financial and Reporting Responsibilities:
 - Oversight of gift receipting and acknowledgement

- Preparation of various financial reports and analyses, including income and expense reports, budgets, and government reports
- Support for the Foundation’s annual audit and periodic national accreditation renewal processes alongside the Executive Director
- Managing invoicing, payments, and budget reconciliation
- Data Management and Communications responsibilities:
 - Gift and data entry
 - Database management
 - Maintain updated constituent data
 - Management of electronic and paper version of fund documents
 - Proofreading mailings, emails, and other communications
- Core Office Services:
 - Scheduling and documentation of meetings
 - Maintenance of office supplies and equipment
 - Reception duties
 - Administrative support to staff
 - Managing incoming and outgoing mail
 - Event planning and organization

As members of a small, nimble team, all staff work collaboratively with one another on various projects, programs, and tasks. Therefore, there may be other duties assigned not listed in this description.

Required Competencies

- **Data Management and Reporting Skills** – Accurately input data into database and identify, collect, and organize data for analysis in reports and for decision-making.
- **Financial Records Management** - Appropriately apply budget and accounting principles and procedures to work. Efficiently retrieve, use and analyze information to develop user-friendly and accurate reports.
- **Accounting** - Familiarity with accounting practices
- **Attention to Detail** – Diligently attend to details and pursue quality in accomplishing tasks.
- **Organization** - Define tasks and milestones to achieve objectives, while ensuring the optimal use of resources to achieve those objectives.
- **Computer and Technology Proficiency** - Proficiency in Microsoft Office Suite (Intermediate to Advanced skills in Word, PowerPoint, and Excel), email and calendaring systems, and electronic document management systems (Google Drive, Box, Dropbox, etc). Possess the knowledge to create a document and do basic formatting, insert page breaks, create headers or footers, insert graphics, create automatically generated tables of contents, and create mail merge form letters from a dataset. Generate tables from data, create filters, and utilize basic formulas, functions, and calculations.
- **Communication** - Communicate effectively, establish and maintain working professional relationships with individuals from diverse backgrounds, and demonstrate respect for varied perspectives and experiences.

- **Interpersonal Skills** - Notice, interpret, and anticipate others' concerns and feelings, and to communicate this awareness empathetically to others. Listen attentively to people's ideas and concerns and understand the interests and concerns of others.
- **Critical Thinking and Decision Making** - Take initiative, work independently as needed, and solve problems.

Preferred Competencies

- **Fund Accounting** - Experience and familiarity with fund accounting practices
- **Non-profit administration** – Experience in the field of non profit organizations
- **Advanced Computer Systems** – Advanced skills in Microsoft Excel and Intermediate skills in Microsoft, Google Suite, WordPress.

Qualifications

- High school diploma required
- A current or past Union County, Indiana resident would be preferred.
- 2-3 years of related experience minimum

Physical Requirements:

- Routine office tasks, including prolonged periods sitting at a desk and working on a computer, assisting with event setup/cleanup, and assisting in keeping the office environment tidy.
- Must be able to lift up to 25 pounds at times.
- Some local travel may be expected.

How to Apply:

Please submit the following:

- 1) Resume
- 2) Cover letter explaining:
 - a. Your interest in the position
 - b. Why you would be a good fit for the role and any relevant experience or transferable skills
 - c. Why you would like to join the Union Community Foundation team
 - d. 3 professional references

Email both to dklein@ucfoundationinc.org

Applications are due by April 25, 2022 and will be reviewed as they are received.

Position is available as early as May 1, 2022.

The Union County Foundation provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.