



ALLIANCE

Financial and HR
Assistant
Position Description

Position Title – Financial and HR Assistant

Employment Classification – Regular, full-time, non-exempt

Application Deadline – Monday, May 7, 2018

This position will perform various accounting duties for the Community Foundation Alliance, Inc. (CFA), and its supporting organizations, as well as perform HR and payroll administrative duties. This position reports directly to the Finance Officer. This position is located at the CFA Central Office in Evansville, Indiana.

Duties of the Position

Accounting

- Prepare daily bank deposits and online giving entries.
- Enter and post all gifts, disbursements, grants, and all general journal entries.
- Process all accounts payable and receivables.
- Prepare all checks for operating needs and grant distributions.
- Perform monthly fund allocations.
- Perform bank and sub-account reconciliations.
- Perform month-end, quarter-end and year-end duties as needed for financial reporting and audit purposes.
- Other duties as assigned.

HR/Payroll

- Prepare semi-monthly payroll.
- Process payroll tax payments and relevant returns.
- Administer employee on-boarding and benefit applications, including but not limited to retirement and health benefits.
- Maintain confidential company and employment files.

Job Qualifications and Requirements

- Excellent organizational skills.
- Associate's degree with 2 to 5 years' accounting experience or equivalent experience.
- Ability to plan work and maximize resources.
- Ability to work independently with minimal supervision and oversight.
- Ability to effectively interact and communicate with others.
- Ability to adapt quickly to computer systems and software utilization.
- Knowledge of word processing, spreadsheets, and database management.

Salary and Benefits

- Compensation commensurate with salary standards and work experience

It is the Community Foundation Alliance's policy that, as required by law, equal employment opportunities be available to all persons without regard to race, sex, age, color, religion, national origin, marital status, sexual orientation, disability, citizenship status, genetic information, veteran status, or any other category protected under state or local law.

How To Apply

No calls, please. Email cover letter and resume, to be received electronically, no later than Monday, May 7, 2018, to Tim Jones, Finance Officer, Community Foundation Alliance, at: tjones@communityfoundationalliance.org