



Position: ACCOUNTING ASSISTANT / DATABASE MANAGER

The Whitefish Community Foundation is looking for a dynamic individual to join our Community Foundation team. The Foundation is focused on promoting philanthropy and helping philanthropic individuals connect with projects and programs that will make an impact in our community. The Foundation organizes several events each year including the Great Fish Community Challenge campaign that benefits over 50 local nonprofit organizations.

An individual that is passionate about community service will fit in well with the Community Foundation team. We are looking for an individual that enjoys working in a fast paced environment and is very detail oriented. The right individual will be someone who desires a fulfilling job that really makes a difference in the community. The Whitefish Community Foundation is one of the fastest growing community foundations in the state of Montana.

Position Overview:

The Accounting Assistant is a full-time, non-exempt staff position whose primary responsibilities are to work as an integral part of the finance department and oversee office operations. This person works as part of the finance team to process gifts and grants, support internal accounting needs, support administration of the Great Fish Community Challenge, and ensure the office runs smoothly.

Hours: Typical hours of operation 9 AM to 5:00 PM

Compensation: \$35,000 to \$40,000 DOE and benefits package

Reports to: Vice President – Finance and Operations

Closing date: Open until filled

Submit resume and cover letter by email: daria@whitefishcommunityfoundation.org or mail P.O. Box 1060, Whitefish, MT 59937

Primary Duties and Responsibilities Include but not limited to:

- Grants:
 - Process advised, endowment, and other non-discretionary grants and prepare appropriate accompanying correspondence in a timely manner.
- Gift Processing:
 - Enter donations on a daily basis, enter donor information in database, prepare tax substantiation letters, oversee database management including duplicate records and updating profiles.

- Filing / Records Management:
 - Process all filing (including A/P, gift records, fund holder correspondence, and grant checks) and manage annual document archiving and purging.
 - Prepare donor recognition lists and mailing lists.
- Accounts Payable:
 - Process Accounts Payable on a weekly basis.
- Great Fish Community Challenge:
 - Enter gifts on a daily basis during the seven-week campaign that raises over \$2M annually.
 - Enter and update donor profiles for gift entry.
- Assist the finance team with administrative needs and special projects.
- Work with all staff members in achieving the overall mission of the organization, providing back up support and assisting with special projects as needed.
- Serve as a visible, professional representative of the organization.

Skills/Experience Required:

- Minimum of 2 years of experience working with database systems required with a solid understanding of basic accounting and experience with gift processing. Associates Degree in Accounting preferred. Nonprofit experience preferred.
- Strong organizational skills, attention to detail, ability to prioritize and work independently.
- Strong computer skills, including word processing, spread sheets and database systems and ability to learn specialized nonprofit management software.
- Ability to exercise good judgment and solve problems independently
- Excellent written and verbal communication skills.
- Detail oriented.
- Flexibility: able to adjust activities and priorities and take on new responsibilities.
- Ability to work cooperatively with colleagues, supervisors, volunteers, grantees and donors.
- Intense commitment to the mission and work of the Whitefish Community Foundation.
- Impeccable moral and ethical standards and conduct.