



Our mission: To be a trusted community partner in understanding needs, aligning resources, and empowering people to address today's priorities and create lasting impact together.

Accounting & Database Manager

Description of position: The Hendricks County Community Foundation (HCCF), located in Avon, IN, is looking for a full-time Accounting & Database Manager. This position is responsible for the creation and maintenance of the financial records of HCCF, as well database management and data entry, calendar coordination, and document and data processing for the Community Foundation. Some general administrative duties are also included. Flexible scheduling available, M-F 8:00 am to 4:30 pm; 32 to 40 hours per week; limited additional hours for special events and evening meetings required. Benefits include paid time off, nine paid holidays, and health insurance; hybrid position with some remote work possible after initial period. This is an excellent opportunity to be part of a dynamic team working to make our community a better place.

Key Responsibilities, Finance:

- Oversight and/or execution of weekly accounting procedures, including
 - Accounts payable
 - Grant and gift entry (see Key Responsibilities, Database Administration, below)
- Oversight and/or execution of monthly accounting procedures, Including
 - Reconciliations of all bank accounts and fund transfers
 - Credit card reconciliations
 - Reconciliation of both the endowment and non-permanent investment pools
 - Accounting of payroll expenses
 - Assessment and accounting for fund administrative fees
 - Monthly financial reports
- Oversight and/or execution of quarterly, semi-annual or annual accounting procedures, Including
 - Semi-annual donor statements
 - Semi-annual fund statements
 - Vendor W-9 tracking and oversight of 1099's
 - Prepare for and assist in annual audit and tax filings

Key Responsibilities, Database Administration:

- Gift entry to donor database, including various types of gifts and preparation of gift acknowledgement letters
- Grant entry for all grants
- Entry of payable vouchers and invoices
- Update database removing duplicates, archiving inactive donors, and reviewing obituaries regularly
- Oversee and maintain paperless office flow and electronic files and records

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- Develop and maintain automated letters and forms
- Generate contact lists for events and communications

Other

- Assist with annual budgeting
- Assist with updating and maintaining HCCF strategic plan
- Assist with coordination of schedules and calendars for Community Foundation
- Assist with efforts to ensure HCCF and our community are welcoming, inclusive environments
- Provide administrative assistance for various events
- Complete special administrative projects
- Support Board of Directors and various Board committees, including assisting with coordination, preparation and distribution of agendas, minutes and associated materials
- Other duties as assigned or needed

Necessary Qualifications/Skills: Commitment to teamwork and attention to detail. Strong organizational and communications skills. Accounting degree preferred. High level of computer proficiency; proficiency with Microsoft Office products, including Word, Excel, and Outlook; as well as database experience. Ability to analyze and think critically. Confidentiality, personal integrity and discretion a must. Experience in a nonprofit environment a plus. Note: HCCF uses Foundant's CommunitySuite as our integrated accounting and database package; training will be provided.

DEI Standard: To ensure we are doing our part to foster a welcoming and inclusive community, it is HCCF's policy that programs, funding and employment with HCCF are available and open to all persons without regard to race, sex, age, color, religion, national origin, marital status, sexual orientation, gender identity, disability, citizenship status, genetic information, military service/veteran status, or any other category protected under state or local law.

Start date: January 2025

Submit resume, cover letter and references to:

William Rhodehamel, President & CEO
william@hendrickscountycf.org

September 4, 2024

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