



It is the mission of the Omaha Community Foundation to lead informed, effective, and innovative giving that achieves positive change within our communities.

Job Title: Accounting Assistant

Status: Full-Time, Non-Exempt

Reports To: Chief Financial Officer

General Description: The Accounting Assistant is responsible for the day to day financial operations of the foundation and will serve as a back-up to the Donor Accounts Assistant. This person will prepare, deposit and record gift receipts and grant disbursements; process accounts payable; process bank transfers; review donor accounts; prepare various financial reports as requested; assist with the annual audit; be responsible for electronic filing of fund documents for maintenance of donor and finance files and support the CFO.

Allocation of Time

- 75% Prepare, deposit and record all gift receipts and grant disbursements for organization and supporting organizations; process all accounts payable for the organization and supporting organizations on a weekly basis, process and ensure all bank transfers for transactions are processed on a timely basis
- 10% Prepare various financial reports as requested
- 5% Support CFO; other duties as assigned and/or necessary
- 5% Weekly electronic filing of fund documents for maintenance of donor and finance files
- 3% Assist with annual audit
- 2% Attend internal meetings

Necessary Skill Sets and Requirements

- Detail oriented with a high level of accuracy
- Basic understanding of accounting principles
- Self starter
- Ability to listen with understanding
- Excellent oral and written communication skills
- Ability to work individually or as part of a team
- Ability to organize and manage multiple responsibilities and complete all documentation accurately and in a timely manner

- Ability to work well under pressure
- Ability to work with minimal supervision
- Ability to meet quarterly goals in accordance with organizational goals
- Commitment to company values
- Computer literate; working knowledge of Microsoft Office products
- Ability to use standard office equipment

Necessary Characteristics

- Positive attitude
- Integrity
- High level of professionalism
- Compassion
- Strong Team Player
- Resourcefulness

Education and Experience

- Associates degree in accounting preferred; individuals possessing a level of education that, together with experience and training, gives them the required knowledge and experience to perform the outlined job duties are also encouraged to apply

The Foundation provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, marital status, disability, genetic information, because of past, current or future military obligations or status in any other group protected by state or federal law.