



OAK PARK-RIVER FOREST
Community Foundation

An Equal Opportunity Employer
POSITION DESCRIPTION

Position Title: Accounting Specialist

**Employment Status: Part-Time
(20-24 hrs / week)**

Position Reports To: Chief Financial Officer

POSITION SUMMARY:

The Accounting Specialist works with the Chief Financial Officer and other Foundation team members to further the strategic priorities of the Community Foundation in advancing the mission and vision of the organization. The position will be responsible for the accounting and reconciliation of all major financial areas, including cash accounts, investment accounts and general ledger as well as other duties as assigned by the CFO.

ESSENTIAL FUNCTIONS OF THE POSITION:

- Provide financial accountability of day-to-day operations, ensuring proper accounting for cash receipts and expenditures and initiating bank/investment transfers to maintain needed cash balances.
- Prepare monthly checking and investment account reconciliations in a timely and accurate manner.
- Process quarterly administrative fees.
- Calculate spendable balances for endowed funds annually; monitor fund balances throughout the year.
- Assist with preparation of monthly reporting package and support of Finance and Investment committees of the Board of Directors.
- Assist with year-end audit and 990 work papers.
- Assist Foundation staff and perform other duties as assigned.

The above statements describe the general nature and level of work performed in the job. They do not intend to be an exhaustive list of all duties, and additional responsibilities may be assigned, as required, by management.

QUALIFICATIONS:

- Minimum of a bachelor's degree in accounting or related field and at least five years of professional accounting experience. Certified Public Accountant or other accounting certification preferred.
- Proficiency in Microsoft Office applications (e.g. Word, Excel, PowerPoint) and experience working in financial databases.
- Detail oriented with the ability to complete projects timely and manage multiple priorities simultaneously.
- Demonstrated sound judgment and integrity in decision making.
- Excellent interpersonal skills and ability to work collaboratively with persons from diverse backgrounds.
- Excellent written and verbal communication skills.

Qualified applicants are asked to submit a cover letter and resume to HR@oprfcf.org Applications will be accepted through July 15, 2022.