POSITION ANNOUNCEMENT

Accounting Associate

COMMUNITY FOUNDATION OF GREATER DES MOINES

For over 50 years, the Community Foundation of Greater Des Moines has improved quality of life for all by promoting charitable giving, connecting donors with causes they care about and providing leadership on important community issues. We're simply better together.

PURPOSE OF POSITION

The primary responsibility of the Accounting Associate is to provide support to enhance the function and success of the Finance Team. The Accounting Associate is responsible for maintaining, monitoring and reporting financial and accounting information in adherence to Community Foundation policies and procedures through day-to-day processing of accounts/grants payable and disbursement reporting. Additionally, the position will verify proper approvals and adherence to organizational standards of purchase orders, perform vendor approval follow-up and assist with certain payroll functions.

CORE COMPETENCIES

Adaptability/Flexibility |Hustle Factor |Customer Focus | Attention to Detail/Accuracy | Decision Making/Judgement

QUALIFICATIONS

High attention to detail; good judgment; high integrity; approachable; ability to understand challenges; critical thinker; nonprofit knowledge; experience working with diverse groups of people; well-organized self-starter; resourceful; motivated; adaptable; good oral and written communications skills; ability to multi-task; good interpersonal and customer service skills; strong computer skills and ability to learn specialized software. Ability to effectively communicate information to customers, clients and other employees of the organization.

EDUCATION AND EXPERIENCE

Minimum of an Associate's degree in accounting, and two to five years related accounting/finance experience, preferably at a nonprofit organization; or equivalent combination of education and experience.

SALARY

The Community Foundation is committed to pay equity and provides a comprehensive compensation package which includes annual salary and benefits benchmarking. Salary range will be shared with candidates prior to the interview process, or upon inquiry.

APPLICATION PROCESS

Interested applicants should submit their resume, cover letter, salary requirements and three references by filling out this form. The full job description can be found here. We encourage anyone considering the position to apply. This position will be filled when a qualified candidate is identified. If you have any questions about this position or experience any issues with the application form, please contact us at hiring@desmoinesfoundation.org.

Don't meet every single requirement? At the Community Foundation we are dedicated to building a diverse, inclusive and authentic workplace, so if you're excited about this role but your past experience doesn't align perfectly with every qualification in the job posting, we encourage you to apply anyway. You may be just the right candidate.

The Employer is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Employer will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the Employer.