



POSITION ANNOUNCEMENT

ACCOUNTING CLERK

Community Foundation of Greater Des Moines

For more than 45 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 Clerk is to provide support to the Finance Department of the Community Foundation. The Accounting Clerk is responsible for entering, maintaining, and monitoring financial and accounting information in adherence to Community Foundation policies and procedures. Key responsibilities include data entry and departmental clerical responsibilities.

CORE COMPETENCIES:

Attention to Detail/Accuracy | Adaptability/Flexibility | Hustle Factor | Customer Focus | Multitasking

Education and/or Experience

Two to five years related accounting/data entry experience. Associates degree preferred.

Salary

Commensurate with experience plus an attractive benefits package.

Application Process

Position will be filled as soon as a qualified candidate is identified. Interested applicants should submit their cover letter, resume and salary requirements to [Barb Hobson](#) by April 14, 2017.

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.