



ACCOUNTING ASSISTANT

Our Team is Our Strength

Do you desire to have a job you love, a workplace that appreciates their employees, and the opportunity to make a positive impact in your community while you work? If your answer is yes, we cannot wait to meet you!

The Community Foundation of Harrisonburg and Rockingham County (TCFHR) is seeking a skilled person with a passion for our mission to join our team as an Accounting Assistant. This position will report directly to the Director of Accounting.

This is a part-time, hourly position.

Our Compensation and Benefits Show How Much We Value Our Team:

- Hourly Pay Rate, depending on experience.
- Flexible work schedule, depending upon workflow, estimated 10-16 hours per week.
- Retirement plan with 3% employer match
- Generous Paid Time Off (PTO) Policy

Specific Responsibilities:

- Process accounts payable, grants, donations, and payments.
- Prepare monthly bank and investment account reconciliations.
- Prepare and document journal entries as part of month and quarter end close process.
- Assist the Director of Accounting in maintenance of general ledger.
- Assist the Director of Accounting with other special projects as needed.

Qualifications:

- Associate's degree in accounting or equivalent education/work experience.
- Ability to work in a dynamic environment as a team player.
- Demonstrated administrative efficiency and effectiveness.
- Strong computer skills—spreadsheets, word processing, database.
- Communicate confidently in a clear, concise and articulate manner - verbally and in writing.
- Detail oriented with a strong desire to learn and an ability to work independently.
- Familiarity with nonprofit or fund accounting a plus.

Application Process

Please submit a resume and cover letter to Anna Wagner, CPA, Director of Accounting. You may securely submit your cover letter and resume at this link:

<https://tcfhr.sharefile.com/r-r067ed26532b44febac79bdf95556b5015>

About our Foundation

TCFHR was founded in 1998 and is a 501(c)(3) nonprofit organization. TCFHR makes it easy for members of our community to give back to the place they call home. TCFHR serves individuals, families, businesses, and nonprofit organizations. TCFHR currently has over 300 funds with approximately \$83 million in assets of which \$47 million are endowed. A staff of six handles approximately \$10 million in gifts and grants annually.

The Community Foundation of Harrisonburg and Rockingham County is committed to equal-employment principles, and we recognize the value of committed employees who feel they are being treated in an equitable and professional manner. We strive to find ways to attract, develop, and retain the talent needed to meet business objectives, and to recruit and employ highly qualified individuals representing the diverse communities in which we live.