



Position title: **Accounting and Data Administrator**

Reports to: Chief Financial Officer

The Accounting and Data Administrator works collaboratively across all departments and committees to ensure the accurate recording of the daily transactions, disbursements, and account reconciliation. The administrator will keep precise records and ensure adherence to accounting standards, regulations, and policies. They also work closely with third-party vendors and serve as the primary staff contact for database and technological systems support.

Principal Duties and Responsibilities

Record Daily Transactions

1. Post gift receipts and accounts receivable to database.
2. Process credit card charges and stock gifts and make required transfers across investment pools.
3. Input pledges.
4. Prepare bank deposits.

Fund Disbursements

1. Post grants for disbursement.
2. Process agency and designated fund calculations.
3. Post employee expense reports and A/P invoices for payment.
4. Administer accounts payable and bimonthly check runs.

Account Reconciliation

1. Process bimonthly payroll general ledger entries.
2. Reconcile all checking accounts monthly.
3. Enter and post month- and year-end journal entries.
4. Assist in the preparation of the annual budgets.
5. Maintain general ledger verification in preparation for external audit.
6. Assist in preparing schedules for the annual audit and federal 990.
7. Assist in preparing schedules for the Annual Report to the State of Wisconsin.
8. Assist in preparing special reports as requested by CEO and CFO including monthly gift/grant metric reports.

Database and Technology Support

1. Support management, updates, and maintenance of database systems.
2. Assess database performance, identify problem areas, and support solution development.
3. Support database security through compliance of control policies and procedures including implementation of disaster recovery procedures.
4. Serve as primary contact for technical assistance to maintain software and hardware network.

Additional Responsibilities

1. Serve as administrative backup for CFO.
2. Attend regular staff, committee, and board meetings as required.



3. Attend Foundation events and community programs as needed.
4. Support grant applicant due diligence process by completing financial assessments.
5. Other duties as assigned.

Work relationship and scope

Reports to the Chief Financial Officer. Works with staff, volunteers, board committees, community leaders, funders, nonprofits, and service providers to help ensure Foundation financial records and data are compliant and accurate.

Measures of performance

Ability to meet performance measures and organizational goals as agreed upon with the Chief Financial Officer. Evaluation by the CFO on performance, including accuracy, effective communications, and special projects along with the development of working relationships across staff, committees, and community partners.

Knowledge, skills, and abilities required

- Four-year degree, technical degree, certifications, or related accounting and administrative experience.
- 3-5 years' experience as an accounting administrator or similar experience.
- Experience with accounting software, spreadsheets, databases, and data entry.
- Excellent understanding of accounting rules and procedures, including the Generally Accepted Accounting Principles (GAAP).
- Knowledge of database security, performance standards, backup, and recovery procedures.
- Strong statistical, analytical, and mathematical skills.
- Ability to work independently with close attention to details.

Our commitment:

The Greater Green Bay Community Foundation is committed to fostering an inclusive environment of diverse thought, perspectives, and individuals. If you don't meet every requirement, please consider applying. You may be the right candidate for this role or others within the Foundation.

Work location and commitments:

This position works on-site at the Foundation's Downtown Green Bay office. The Foundation supports Brown, Oconto, and Kewaunee counties and work may require attending meetings across the service area and other travel for conferences.

Compensation:

This is an exempt full-time position. The pay range is between \$50,000 - \$55,000 based on experience, with a flexible benefits plan.

To apply:

Please submit your resume and cover letter to Jon Kubick jonkubick@ggbcf.org. The application process will be rolling, with an anticipated start date of May 15, 2024.