



Accounting Coordinator

The Accounting Coordinator provides essential support to the accounting and investment operations of the Community Foundation of Greater Muscatine. This is a part-time hourly position that reports to the Accounting Manager.

Responsibilities:

- Assist with all aspects of bookkeeping and accounting processes, including but not limited to investments, granting, A/P, A/R, payroll, journal entries, and reconciliations.
- Maintain accurate financial records and ensure compliance with organizational policies and national standards.
- Support the preparation of financial reports and statements.
- Provide support during audits and assist in implementing audit recommendations.
- Provide industry leading service delivery and client experience.
- Organize and support office operations, including but not limited to supplies, facilities, and IT.
- Other duties as assigned.

Qualifications:

- Associate degree or beyond, preferred.
- Proficiency in Microsoft Office support software (Excel, Word, Outlook).
- Ability to process a high volume of information with a high level of accuracy and problem solving.
- Ability to work independently and as part of a team and to manage multiple and sometimes competing priorities effectively.
- Strong attention to detail and organizational skills.
- Excellent communication and interpersonal skills.
- An affinity for philanthropy, the role of non-profits in strengthening communities, and a commitment to diversity, equity and inclusion.

Additional Information: Attendance, punctuality, professional appearance, and conduct required. Must have proven attributes of confidentiality, honesty, and integrity. Must have own transportation. Ability to lift and carry 20 pounds. Successful candidates may undergo skills verification at Temp Associates.

Equal Opportunity Employer: *The Community Foundation of Greater Muscatine follows an equal opportunity employment policy and employs personnel without regard to race, creed, color, ethnicity, national origin, religion, sex, sexual orientation, gender expression, age, physical or mental ability, pregnancy, veteran status, military obligations, and marital status. This policy applies to hiring, internal promotions, training, opportunities for advancement, and terminations.*