



Job Description

Job Title: Operations Assistant
Reports to: Chief Financial Officer
Supervisory Responsibilities: None
Payroll Status: Full-time Salaried

I. JOB SUMMARY: The Operations Assistant responsibilities include: gift processing; accounts payable; grant checks; data entry; and other office duties as assigned. Provides the Chief Financial Officer with administrative support such as assisting with the annual audit, preparing reports for committees, and creation of donor statements. In addition, financial and administrative responsibilities and duties will be assigned as necessary to fulfill the objectives of The Foundation.

II. QUALIFICATIONS DESIRED FOR THIS POSITION:

A. PROFESSIONAL/TECHNICAL ABILITIES:

- Minimum of two years of office related experience
- Strong computer skills
- Working knowledge of Microsoft Word and Excel
- Effective oral and written communication skills
- Effective organizational and time management skills
- Database entry experience a plus

B. PERSONAL CHARACTERISTICS:

- Ability to work independently
- Committed to serving the community
- Professional image
- Courteous, friendly and considerate
- Can be flexible and successful within a changing environment
- Exercise good judgment
- History of dependable, accurate and effective work habits
- Good team member

III. BENEFITS:

- Health/Dental/Life/Disability Insurance
- Health Reimbursement Arrangement
- Cafeteria Plan
- 401(k)
- Eco-pass
- Parking pass

For more information about The Community Foundation visit www.commfound.org

Deadline for applications is June 20, 2008

Resume and references should be emailed to: Debbie@commfound.org