



# THE FOUNDATION FOR THE DIOCESE OF HELENA, INC.

## Position Description

<i>Title:</i> BOOKKEEPER/OFFICE MANAGER	<i>Reports to:</i> Foundation Executive Director
<i>Type of position:</i> <input type="checkbox"/> Full-time <input checked="" type="checkbox"/> Part-time	<i>Classification:</i> <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt
<b>FUNCTION</b>	
The overall purpose of this position is to provide accounting services and general administrative support for the Foundation. This position works closely with the Executive Director to ensure the Foundation is meeting its responsibilities and obligations to endowment beneficiaries and donors.	
<b>SKILLS</b>	
Must possess knowledge of accounting principles (nonprofit accounting preferred), strong mathematic skills, and the ability to analyze data. Must have excellent written and verbal communication skills, with the ability to clearly communicate with management and board. Must be able to multi-task, establish priorities, organize efficiently, and respond to requests in a timely fashion. Proficient with accounting and payroll software, and Microsoft Office (especially Excel and Word), is essential. An aptitude for complex database software is preferred. Must demonstrate high level of sensitivity, integrity, and confidentiality.	
Physical demands include the ability to sit for long periods of time; use hands or fingers for extended periods of time; reach with hands and arms; extensive use of eyesight in information review and retrieval; able to hear and communicate effectively. Occasional physical effort with medium to heavy objects may occur.	
<b>DUTIES</b>	
<ul style="list-style-type: none"><li>- Performs the following financial activities: accounts payable, accounts receivable, account reconciliation, payroll and related reports, and tax reporting. Responsible for entries to the general ledger and reconciles with source documents/transactions to ensure accuracy. Resolves any discrepancies that may arise.</li><li>- Assists in the preparation of financial reports such as financial statements and budget analysis. Prepares and compiles financial data upon request of management or board.</li><li>- Coordinates with contracted accounting firms for the annual financial audit and outsourced accounting services. Assists auditors by supplying necessary data and information in preparation of the annual audit.</li><li>- Prepares and sends endowment statements on a quarterly basis. Requests and updates endowment distribution changes on an annual basis or as needed.</li><li>- Responsible for the maintenance of the Foundation's electronic records in the donor database software, including tracking pledges, producing and sending pledge statements, extracting data, pulling reports, and updating records.</li><li>- Provides general administrative support for the Foundation, including but not limited to taking minutes, scheduling, room setup, and ordering meals for board and committee meetings. Responsible for bulk mail processes.</li><li>- Responsible for the record retention schedule of the Foundation's physical and electronic files.</li><li>- Other duties as assigned.</li></ul>	

I understand this job description, its requirements, and that I am expected to complete all duties as assigned. I understand that job duties may be altered from time to time.

\_\_\_\_\_  
Bookkeeper/Office Manager

\_\_\_\_\_  
Foundation Executive Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date