



# COMMUNITY FOUNDATION FOR THE ALLEGHENIES

SERVING BEDFORD, CAMBRIA, SOMERSET, AND INDIANA COUNTIES

## **Job Opening: Operations & Accounting Associate**

**Job Title:** Operations & Accounting Associate

**Supervisor:** Accounting Director

**Hours:** 8:30-4:30 M-F, with paid lunch

**Location:** Foundation office, 216 Franklin St., Johnstown, PA. This is not a work-remote position.

**Rate:** Full-time with generous benefits; \$45,000 - \$55,000 annual salary depending on experience

### **Core Responsibilities - Operations**

- Administrative responsibility for onboarding of payroll (through Paychex)
- Management of 401(k), benefits, insurances, workers' compensation, and various human resources tasks
- Register and open employment tax accounts in other states
- Liaison with IT vendors and IT troubleshooting
- Review and ongoing development of internal policies and procedures

### **Core Responsibilities - Accounting**

- Daily review of donations and weekly review of vouchers
- Respond to various donors' requests and specially requested statements
- Assist with bank reconciliations and annual audit
- Assist Accounting Director with fund accounting
- Update financials for funding source tracking and assist with federal/state grant invoicing
- Charity registrations
- Back up support for other accounting staff

### **Ideal Candidates**

- Minimum of 3-4 years of relevant experience
- Proficient in Microsoft Office
- Organized with attention to detail
- Strong time management skills and ability to multi-task
- Ability to anticipate needs and ask questions
- Proficient in Google Suite
- Bachelor's degree preferred

**Other**

This is a full-time, exempt position. Full-time employees regularly work at least a 37.5-hour workweek in a business environment. Exempt employees are not entitled to overtime pay.

All employees are on an introductory period during their first 90 days of employment. During this time, you will be able to determine if your new job is suitable for you and your supervisor will have an opportunity to evaluate your work performance. The completion of the introductory period does not guarantee employment for any period of time since you are an at-will employee both during and after your introductory period.

**To Apply**

Submit one email including cover letter, resume, and three letters of references to Linda Geiser at [lgeiser@cfalleghenies.org](mailto:lgeiser@cfalleghenies.org). Applicants will receive an email confirmation upon receipt of requested materials. **Applications are being accepted immediately.** Potential interview dates for selected candidates will follow shortly.

**Our Mission**

We empower everyone in our community to understand how their philanthropy can leave a lasting legacy in our region.

**Our Vision**

We envision an inclusive and engaged culture of philanthropy that grows an abundance of resources that have a perpetual impact in a thriving region.

**Our Equity Statement**

The Community Foundation for the Alleghenies is committed to working toward a diverse, equitable, and inclusive society, where all individuals feel valued and respected. We are committed to taking a nondiscriminatory approach in our policies and actions, respecting diverse life experiences and heritages, and ensuring that all voices are valued and heard.