



Fund Accountant Administrator

Organization Summary

The Hudson Community Foundation (HCF) is a public charity organization dedicated to improving the community by bringing together financial resources of individuals, families and organizations to support nonprofits through grantmaking and community initiatives. HCF was founded in 2000 with current assets of \$22 million and over 115 funds. Each fund represents a unique philanthropic purpose. In 2019, HCF granted a total of \$2.2 million to 470 organizations across America on behalf of donors who entrust HCF to hold, administer and disburse charitable dollars to designated not-for-profit organizations. Of this amount, \$265,000 was granted to more than 30 organizations based in or directly serving the Hudson community.

Position Summary

The Fund Accountant Administrator is primarily responsible for entry and maintenance of the financial records of the Hudson Community Foundation. Reports to the President. Major responsibilities: reconcile various accounts, review managed fund investment allocations, monthly cash reconciliation, prepare financial statements, prepare quarterly statements and assist with annual audit and tax filing. Experience in fund accounting preferred. This position will join HCF's team at a time of exciting growth.

HCF is an equal opportunity employer. Qualified candidates should send cover letter, resume and salary requirements to Amy Jordan at email amyjordan@myhcf.org by April 1, 2020.

Qualifications

- Prefer 4 year accounting degree or strong bookkeeping experience
- 3-5 years Accounting experience in a non-profit – Foundation setting preferred
- Excellent computer skills
 - Minimum of intermediate level knowledge of Excel
 - Familiarity with various accounting software programs
 - Willingness to learn
- Excellent communication skills, both verbal and written

Expectations

- Demonstrate analytical skills
- Integrity in performance of duties
- Knowledge of Microsoft Office Suite Products
- Excellent communication skills, both verbal and written
- Works well independently and has the ability to be a “team player”

Expected hours of work

- Approximately 16 hours per week – no benefits