



Tipton County Foundation

Position Description

Bookkeeper/Administrative Assistant

Adopted: December 4, 2007 (By Executive Committee)

Part-Time, Permanent, Non-Exempt

Reports to the President/CEO

Performs a broad range of office services, including contact with callers and visitors.

Requirements:

- High school diploma and one-year post-graduate employment.
- Proficient writing and speaking skills.
- Excellent inter-personal relationship skills.
- Proficiency with Microsoft Office applications.
- Knowledge of bookkeeping procedures and experience with related software.
- Knowledge of the Tipton County community; Residency preferred.

Principal Duties:

1. Process incoming and outgoing mail.
2. Process contributions.
 - a. record keeping
 - b. bank deposits
 - c. acknowledgements
3. Prepare financial reports for staff, committees, Board, and accountants.
4. Attend staff and volunteer meetings and events as assigned.
5. Receive guests and callers and assist them with their requests either by referral or direct response.
6. Additional office services, such as filing, word processing, copying, and physical arrangements and refreshments for meetings.

Hours:

TCF is open to flexibility for the overall work assignment for this position, however some regular duty hours may be assigned. Initially, the employee would be expected to work 12 hours per week, and circumstances may lead to the opportunity and/or expectation for 20 hours per week.

Compensation:

Hourly pay commensurate with skill and experience. Part-time employees are not eligible for the health benefit or paid time off.

Philosophy:

TCF is interested in candidates who are self-starters, flexible, creative, and well organized. Professional presence, relationship building skills, and the ability to work collaboratively with a variety of people are essential. TCF has a culture of teamwork, creativity, and dedication. Every staff member believes it is an honor and a privilege to serve the donors, scholars, grantees, volunteers, and people of Tipton County. Candidates should have values, interests, and a work style that are compatible with this philosophy.