



Accounting and Operations Associate Job Description

The Accounting and Operations Associate (AOA) provides accounting, administrative, financial, logistical and office management support critical for WRF staff in carrying out the strategic plan. The responsibilities of the AOA will fall into six primary categories:

- 1. Accounting and Finance Support:** The AOA is the primary staff accountant, preparing accounts payable and recording receivables, performing bank and credit card reconciliations, preparing monthly journal entries, preparing documents for auditors and supporting quarterly finance committee preparation.
- 2. Grants and Consultant Management:** The AOA works with the grants and operations manager in the cloud-based grants and consultant management software, including processing grant payments, coding invoices, routing contracts for signature and working directly with the software administrator as needed.
- 3. Investments:** The AOA reconciles the general ledger and investment manager reports for approximately 55 investment accounts and prepares monthly accounting entries for investments.
- 4. Daily Office Operations:** The AOA oversees tasks such as checking office mail, answering phones, managing electronic files, ordering supplies and performing other activities that support the daily operations of the Foundation.
- 5. Administrative Support:** The AOA provides direct support to the chief operating and financial officer, including taking minutes for Finance and Audit Committee meetings, preparing materials for Board meetings and assisting with other administrative tasks that support the effective functioning of WRF and its team.
- 6. Special Projects:** The AOA performs discrete projects upon request.

The AOA reports to the chief financial and operations officer.

Position Considerations

- Core knowledge of generally accepted accounting principles (GAAP)
- Demonstrated accounting and operations experience
- Efficient, detail-oriented, organized and responsible
- Strong verbal and written communication skills
- Proficient in Microsoft Excel, Google Docs, Google Sheets and Google Slides
- Undergraduate degree or equivalent experience
- Familiarity with Sage Intacct and Fluxx Grants Management software preferred
- Motivated to achieve new challenges and seek professional growth
- Must complete a skills test

Salary range: 62,000 to \$75,000 annually

Please submit a resume, cover letter and three professional references to talent@wrfoundation.org.
Learn more about WRF's mission at www.wrfoundation.org.