

Are You an Accountant with a Heart for Equity?

If so, the Winthrop Rockefeller Foundation is looking for a new team member!



Are you a purpose-driven professional with a commitment to help build an Arkansas where hard work works for all? Are you organized, thoughtful and a lifelong learner? If so, we would be delighted to have you join us in our relentless pursuit of equity for all Arkansans.

Accounting and Operations Associate

The Accounting and Operations Associate reports to the chief operating and financial officer and provides critical support to the WRF team. Ideal candidates have a good grasp of generally accepted accounting principles and are able to successfully navigate a fluid work environment, as well as have great prioritization and time management skills, high social emotional intelligence and a strong desire to help build a thriving and prosperous Arkansas.

What you'll do

- **Accounting and Finance Support:** Preparing invoices for payment and record receivables, accounting for investments, performing bank and credit card reconciliations, preparing monthly journal entries, providing support for auditors and the tax return. Our general ledger software is Sage Intacct.
- **Grants Management:** Working with the cloud-based Fluxx grants-management system on invoice coding and payment processing.

- **Office Operations:** Managing a small office environment.
- **Administrative Support:** Assisting with preparing materials for quarterly board meetings, taking minutes for two board committees.

What we'll expect from you

- **Growth Mindset:** No one is perfect. We all have weak spots and are growing together. You want to master the skill of self-improvement and are okay working within an organization that desires to improve as well.
- **Excellence:** You are driven to do amazing work and complete every task to the best of your ability. We believe in striving for excellence so that the Foundation is synonymous with quality and trustworthiness.
- **Humility:** You ask for help when you need it, own up to your mistakes and put the needs of your colleagues and the organization above your own ego.
- **Integrity:** You are open and honest with your colleagues and yourself and conduct yourself ethically.

The Perks

Salary for this role is \$62,000-\$75,000. We offer health insurance subsidized by WRF, fully for employees and half for dependents. We also cover the entire cost of dental and vision insurance for you and your family. We offer retirement (with both a contribution and match from WRF), flexible spending and disability plans. We understand the importance of supporting the whole person, not just the employee, so we also provide our team members generous sick leave, vacation time and sabbatical benefits. We close the office annually around the holiday season. We are a hybrid office with most team members present three days a week.

Read the Full Job Description and Apply [Here](#). Please note that WRF works with an HR firm and staff at the foundation will not know the status of your application until well into our process. We strive to keep you informed but cannot respond to questions on the applications received or status.