

Vision: A community where everyone shares in the promise of an MHC that is healthy, prosperous, and vibrant. **Mission:** The Harvest Foundation, in partnership with the diverse people and organizations that call MHC home, serves as a long-term catalyst, advocate, and investor to make our community a welcoming place where all can thrive. **North Star:** To make MHC a place where all envision a positive future for themselves and the broader community.

Position Title: Accounting and Office Associate

Reports to: Senior Finance and Administration Officer

Job Summary: The Accounting and Office Associate works closely with the Senior Finance and Administration Officer to manage the foundation's financial operations and general office administration.

Qualifications

Education/Experience: Associate degree in Accounting or Bookkeeping, or equivalent office experience.

Software Proficiency: Expert knowledge of QuickBooks, Microsoft Office (Outlook, Word, Excel, PowerPoint), Google Workspace

Skills: Strong attention to detail, proficiency in data entry, and excellent interpersonal skills.

Transportation: Must have reliable transportation.

Core Responsibilities

Accounting & Financial Administration

- **Accounts Payable:** Perform daily AP functions, including opening/sorting bills, preparing check requests, obtaining approvals, and inputting data into QuickBooks.
- **Payment Processing:** Run checks and make payments as directed, obtain necessary signatures, and prepare all materials for mailing while maintaining departmental filing guidelines.

- **PTO tracking:** Assist Senior Finance and Administration Officer with PTO accrual, out-of-office tracking, and annual agreements.

Office Operations & Facility Management

- **Reception & Inquiries:** Manage daily reception duties, including routing calls and greeting visitors; respond to phone inquiries about MHC resources by connecting callers with the appropriate contacts.
- **Office Logistics:** Manage mail collection and distribution; maintain inventory by ordering and picking up office supplies and groceries; ensure the break room and conference center are stocked (coffee, water, fridge).
- **Conference Management:** Manage conference room reservations, electronic agreements, and technology. Handle event planning for internal meetings, including room set up, ordering/picking up food, and ensuring iPads are charged for board and committee use.
- **Environment & Aesthetics:** Maintain a safe and professional lobby atmosphere.

Other Duties as Assigned

Core Competencies

- **Multi-tasking:** Ability to handle a wide variety of projects and assignments at once while managing time effectively.
- **Collaboration:** Ability to work independently and as an integral team member.
- **Communication:** Strong written and verbal communication skills with the ability to build relationships with diverse constituents.