

THE HARVEST FOUNDATION

JOB DESCRIPTION: ACCOUNTING AND OFFICE ASSOCIATE

Vision

The Harvest Foundation is dedicated to making Martinsville / Henry County the residence of choice by enhancing opportunities and quality of life for all its citizens.

Mission

The Harvest Foundation researches and responsibly invests in programs and initiatives to address local challenges in health, education, and community vitality.

Guiding Operational Standards

Honest in its relationships
Accountable for its actions
Responsible to its publics
Visionary in its approach
Efficient in its operations
Supportive of the common good
Transparent in its dealings

Position Title: **Accounting and Office Associate**

Reports to: **Controller**

Job Summary: The Accounting and Office Associate works with the Controller and in other areas of general office administration.

QUALIFICATIONS:

- An Associate degree in Accounting or Bookkeeping, or equivalent office experience
- Experience in QuickBooks or similar accounting software
- Possess knowledge of software products including Microsoft Office (Outlook, Word, Excel, PowerPoint)
- Strong attention to detail and proficient at data entry

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RESPONSIBILITIES:

- Assists Controller in performing Accounts Payable functions. Such duties include, but are not limited to:
 - Opening or sorting bills
 - Preparing check requests for invoices
 - Obtaining approval for check requests
 - Inputting data into QuickBooks
 - Assists in running checks as directed by Controller
 - Obtaining signatures for checks and prepare all materials for mailing, ensuring that appropriate copies are maintained and filed, according to departmental guidelines
- Assists Controller in data entry for staff Paid Time Off
- Handles reception duties including answering the telephone and routing calls to the appropriate staff member; greeting visitors and assist as needed
- Maintains the professional atmosphere of the lobby
- Going to the post office and distributing mail
- Going to the grocery store for office groceries
- Ordering office supplies as needed
- Set up Conference Room for meetings
- Ordering and picking up lunches
- Handle event planning for meetings and luncheons
- Assist Executive Assistant with Conference Room management
- Work with staff to understand all office technology
- Other duties as assigned

CORE COMPETENCIES:

- Ability to effectively communicate and build relationships with a wide variety of constituents
- Ability to handle a wide variety of projects and assignments at once, managing time well
- Ability to work independently, and as a team member
- Excellent written and verbal communication skills
- Strong organizational skills, with the ability to multi-task while maintaining attention to detail
- Strong customer service skills