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Position Description: Financial & Administrative Assistant

Updated: May 1, 2023

The Organization: The Morgan Family Foundation exists to improve the human condition. Since our creation in 2003 by Lee and Vicki Morgan, the Foundation has contributed over \$41 million in grants for a variety of charitable purposes, primarily in Yellow Springs, Ohio and St. Cloud, Minnesota. The Foundation donates approximately \$2 million a year. In 2020, the Foundation began to transition its grantmaking to focus on several specific program areas: social equity in St. Cloud, global warming in Minnesota, and end-of-life issues in central Minnesota. In addition, the Foundation is exploring how to further leverage our invested assets to align with our purpose and programmatic interests, beyond our current \$10 million impact commitment. The Foundation is governed by a board of eight members located across the country, most of whom are family. A staff of three is based in Yellow Springs, Ohio, and three program officers who work extensively with nonprofit grantee partners are located in Minnesota.

Summary: The Financial & Administrative Assistant supports the overall operation of the Morgan Family Foundation by completing many of the detailed and recurring tasks required to keep the Foundation running in an efficient and effective manner. The finance duties are under the direction or guidance of the Chief Financial Officer, and the administrative duties are overseen by the Executive Director, to whom the position reports. This new staff position is 0.5 FTE with a willingness to consider increasing the hours. The position is based in the Yellow Springs office, and consideration will be given for working from home on a limited basis, at the discretion of the Executive Director.

Responsibilities:

Administration

- Coordinate scheduling and materials for conference calls, video conferences, and meetings of the board and committees, as well as other groups as requested
- Reserve meeting space, handle food arrangements and prepare room set-up for meetings as requested
- Make arrangements for out-of-town travel as needed by staff, board, committee and subcommittee members
- Maintain contact information for staff, board, committee and subcommittee members, and key vendors as requested
- Assemble packets for board and committee meetings and distribute in a timely manner
- Assist in continuing transition to increasing use of technology for board, committee and staff work, including electronic board and committee packets and significantly reduced paper in the office
- Produce and proofread a variety of correspondence including emails, letters and memos
- Respond to telephone, email and written inquiries for grant guidelines and related information
- Oversee implementation of the foundation's record retention policy, with periodic verification, purging and recommended adjustments as appropriate
- Maintain office files, including setting up of new files/filing systems and handling of all filing
- Maintain office equipment and furnishings, including the scheduling of routine maintenance and repairs, and researching new or replacement equipment, as needed
- Maintain and order all supplies for the office, including beverages, paper products, and other items needed for meetings
- Maintain the office in a clean and orderly fashion (including the conference room before and after meetings)
- Greet and direct office visitors in a gracious, friendly and professional manner
- Answer and screen telephone calls
- Process all incoming and outgoing mail
- Assist with completion of various industry surveys

Finance

- Ensure timely and accurate payment of approved grants, excise taxes, and other bills; make corresponding entries into QuickBooks accounting software
- Initiate and/or complete monthly and quarterly noncash journal entries into QuickBooks
- Prepare debit and credit card expense tracking forms monthly and reconcile to relevant statements
- Process cash deposits to operating account as needed
- Complete monthly bank reconciliations for both savings and checking accounts, working with other staff and payees as needed to address uncashed checks, lost payments, etc.
- Generate preliminary quarterly and year-end financial statements; make adjustments as needed to finalize
- Assist with budget preparation, tracking and reporting
- Generate financial reports as needed or requested
- Assist with preparation of the Foundation's Form 990-PF and related schedules
- Assist with preparation and submission of required filings with the Ohio Attorney General and Secretary of State
- Aid in integration of accounting information into GivingData grants management software
- Assist with payroll and benefits administration, including communication with relevant vendors
- Ensure completion of Forms W-9 as appropriate; prepare and submit annual Forms 1096 and 1099; and maintain Foundation files of above documents

Other

- Seek opportunities to enhance job-related skills and understanding of the foundation's work and the nonprofit sector
- Assist with special projects as requested
- Occasional car and air travel required
- Other duties as assigned by the executive director

Desired Qualifications/Experience:

- Required: Excellent computer and people skills
- Required: Exceptional accuracy and attention to detail
- Required: Outstanding aptitude for organizing tasks, managing time and prioritizing projects
- Required: Basic working knowledge of QuickBooks or other accounting software, or ability to become proficient with appropriate software training
- Experience with financial recordkeeping, bill payment, and generation of various financial reports
- Proficient at Word, Excel, and Outlook; experience with Acrobat a plus
- Associate's Degree or equivalent experience
- Minimum three years' experience in a professional office setting or equivalent
- Confidentiality
- Self-motivated and ability to work independently
- Ability to respond with creativity, flexibility and a sense of humor to co-workers, board and committee members, grantseekers and others
- Ability to lift and move bankers' boxes of files, water cooler refills, meeting refreshments, paperwork, files, etc.

This half-time position has a compensation range of \$24.50-\$27.50 per hour (~\$25,500-28,500 per year for 20 hours/week) based on experience and qualifications. Flexible schedule, paid time off, professional development, flexible spending account for dependent care, charitable contribution program and eligible for SEP-IRA retirement contribution.

To Apply: Qualified and interested candidates should apply via Indeed.com, or send a cover letter, resume and contact information for three references to job@morganfamilyfdn.org with "Financial & Administrative Assistant" in the subject line. Invitations for initial interviews will be extended to select applicants beginning in May.