



Jeffco Schools Foundation
Position Description – Administrative and Financial Assistant

Post Date of July 5, 2022

Specifics

- Full-time (40 hours per week)
- Employer: Jeffco Schools Foundation
- Point of Contact: Angela Baber, Executive Director, Jeffco Schools Foundation
- Pay commensurate with experience ranging between an annual salary of \$40,000 and \$65,000
- Benefits include PERA, health insurance, vacation and holiday time commensurate with a Jeffco Public Schools employee benefit package
- This is an in-office position with an opportunity for flexibility in partial remote time/flexibility in hours

Position Description

Jeffco Schools Foundation was established in 1983 as a nonprofit partner to Jeffco Public Schools. We seek a highly motivated team member to focus on supporting our growing team via a variety of administrative functions including internal bookkeeping and finance administration, event planning support, scheduling support, and program administration support.

The Jeffco Schools Foundation Administrative and Financial Assistant will:

- Support the Executive Director and Director in internal limited bookkeeping and finance administration
- Answer calls and respond to emails on behalf of Jeffco Schools Foundation
- Support the Executive Director and Director in scheduling and planning events, meetings, and administering program supports
- Manage internal office functions such as ordering supplies, report preparation, Board packet printing, and documentation of internal records on the shared internal drive for the Jeffco Schools Foundation
- Provide administrative assistance in generating, printing, and mailing donor recognition letters, etc.
- Work with donor, event, and communication platforms to generate reports and update information on a consistent basis
- Other duties as assigned

The ideal candidate will:

- Have a high attention to detail
- Understand basic accounting processes for a nonprofit

- Have a solid working knowledge of Microsoft Office, online applications and supports for communications, and demonstrate technological acumen overall
- Express themselves in a professional manner in representing Jeffco Schools Foundation through oral and written communications
- Demonstrate a focus on outcomes, value collaborations, and operate well independently and in a dynamic team environment to achieve objectives
- Hold self to a high level of professionalism while maintaining flexibility required in partnership collaborations

Employment requirements:

- Two or more years of postsecondary education (this experience can include industry certifications and credentials and/or professional experience in addition to an Associate or Bachelor and/or Master's degree)
- Demonstrate experience of at least two years in nonprofit accounting and bookkeeping
- Pass a district background check
- Provide a writing sample in response to a timed writing prompt

To Apply

A resume and a cover letter are required for consideration. Qualified and interested candidates are invited to email resume and cover letter to Angela Baber, Executive Director, Jeffco Schools Foundation, as soon as possible and no later than July 22, 2022 at 5 PM. (angela.baber@jeffco.k12.co.us).