



The Ruth Mott Foundation based in Flint, Michigan, is a non-profit philanthropic organization offering grants and programs that serve the Greater Flint community. The Foundation also owns and operates Applewood: The Charles Stewart Mott Estate, to demonstrate and support its mission.

Job Posting: Accounting Administrative Assistant (Full Time)

Job Purpose: To provide assistance with general accounting functions and provide clerical support for Grants, Finance and Administration staff.

Essential Duties and Responsibilities:

- Processes accounts payable including data entry of invoices and printing checks.
- Performs general office support functions such as ordering supplies, mail distribution, maintenance of office equipment and answering/routing incoming calls.
- Scans, files and maintains financial and administrative records such as insurance and invoices.
- Performs basic accounting activities including organizing, verifying, recording, itemizing and reconciling items such as credit card charges, expense reports, general ledger, and investment reports. Records cash receipts and makes bank deposits.
- Provide clerical support to staff as needed, including scheduling meetings, reserving appropriate resources (room, conference phone, etc.), as well as meeting set up and tear down.
- Completes other duties as assigned.

Qualifications:

- Associates degree in business or related field.
- Minimum of one year of accounting experience, including use of accounting software.
- Proficiency with Microsoft Office Suite.
- Basic understanding and aptitude for technology and office equipment.
- Excellent organizational and interpersonal skills.
- Strong oral and written communication skills.
- Detail oriented.
- Demonstrated ability to achieve deadlines and adjust to changing priorities.
- Demonstrated ability to work effectively with numbers and databases.
- A solid understanding of community engagement or direct experience working collaboratively with individuals from all sectors of the community and a commitment to diversity and inclusion.
- Ability to manage multiple tasks with multiple supervisors.
- Ability to work in a team environment.

Ruth Mott Foundation recruits team members that are as economically, culturally and ethnically diverse as the community we serve. We are committed to diversity and inclusion in all its forms, including but not limited to race, color, religion, sex, national origin, age, disability, height, weight, marital status, sexual orientation, protected genetic information, veteran status, or any other characteristic protected by law.

To Apply: Email resume to Resumes@ruthmott.org