



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 Summary:** Provides assistance with general accounting functions and provides clerical support for Grants, Finance and other Foundation staff.

**Starting Salary Range:** \$39,900 to \$47,800 per year

**Essential Job Functions:**

- Enter data to process all invoices, grant payments, and contract payments received.
- Review all payables entries and correct errors prior to sending to Accountant or Director of Finance & Administration for review. Allocate expenses to the correct department when needed and obtain manager's approval if necessary. Print checks approved for payment.
- Reconcile, verify, review and enter all employee Mastercard transactions into Accounting system.\*
- Organize, reconcile, verify and enter all employee Expense Reports.\*
- Prepare, update and distribute monthly Trial Balances to Department Managers to assist with managing line item amounts for budgeted funds.\*
- Prepare financial reports as requested.
- Responsible for cash bag reconciliation and deposits during Applewood's open season.
- Collect, process and maintain vendor W9's as needed. Distinguish tax classification and verify 1099 vendors.
- Performs general office support functions such as scheduling meetings, reserving resources, ordering supplies, mail distribution, maintenance of office equipment and answering/routing incoming calls.

**Qualifications:**

*Knowledge and Relevant Experience*

- Associates degree in business or related field (Accounting preferred).
- Minimum of two years of accounting experience including use of accounting software.

*Skills*

- Proficiency with Microsoft Office Suite (Word & Excel required).
- Excellent organizational and interpersonal skills.
- Strong oral and written communication skills.
- Exceptional attention to detail.
- Demonstrated ability to meet deadlines and adjust to changing priorities.
- Ability to manage multiple tasks with multiple supervisors.
- Ability to work in a team environment.

- Ability to work collaboratively with individuals from all sectors of the community and a commitment to diversity and inclusion.

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 cover letter and resume to [Resumes@ruthmott.org](mailto:Resumes@ruthmott.org) by March 25, 2022.