



**LEGACY**  
FOUNDATION

Lake County's Community Foundation

370 E. 84th Drive, Suite 100  
Merrillville, IN 46410  
219.736.1880  
www.legacyfdn.org

## **Legacy Foundation Gift Entry and Payables Clerk**

The Gift Entry and Payables Clerk is a part time position, which requires a skilled professional who is proficient in accounts payable, data entry, and Microsoft Office. This individual is proficient at problem solving, attention to detail, data entry, and Microsoft Office. This position requires someone who is organized and can prioritize and multi-task multiple responsibilities.

### **Qualifications and Desired Skills**

#### Professional/Technical Abilities

- At least 2 years experience in a professional office environment required
- Not-for-Profit office experience preferred
- Proficiency with computer software, including Microsoft Office and relational databases with intermediate to advanced skills in Excel
- Associates degree in accounting, finance, or related work experience
- Database management experience preferred
- Ability to work with and process information in an analytical manner
- Strong interpersonal and communication skills – verbal and written
- Effective time management and organizational skills with attention to detail
- Discretion and ability to work with confidential information
- Willingness and ability to work both independently and within a team environment
- Ability to prioritize and organize workflow to meet constraints and deadlines
- Excellent proofreading and problem-solving skills
- Ability to work onsite events during scheduled timeframes, including some evenings
- Knowledge and use of office equipment

#### Personal Characteristics

- Commitment to serve the community and work in a not-for-profit environment
- Maintains professional image
- Demonstrates courtesy, friendliness, and consideration
- Thinks independently and creatively
- Remains flexible and successful within changing environment and demands
- Exercises good judgment and decision-making capabilities
- Consistent attendance, dependability, and effective work habits
- Ability to maintain confidentiality
- Ability to build trusting relationships and working effectively across different settings, communities, and issues, with people of diverse backgrounds, perspectives, and cultures.
- An understanding of inclusion, diversity, equity, and accessibility (IDEA) principles and practices and a commitment to incorporating them into internal and external work.

## Duties and Responsibilities

- Performs gift entry and accounts payable, responsibilities to include:
  - Assist in entering and verifying gifts, vouchers, grants (donor advised & annual distributions), depositing checks in bank account, verify transmittal in proper account, and confirm appropriate documentation in a timely manner.
  - Assists with annual audit preparation
  - Prepare vendor invoices for accurate processing
  - Maintain accuracy and integrity of profiles, vendor, and fund files in foundation database, including input of information, updates, and identifying duplicate profiles
  - Process gift acknowledgement letters, tax receipts, and grant letters as needed
  - Safeguard compliance with financial/regulatory requirements that apply to 501(c)3 community foundations
  - Support and assist the Office Manager and Accountant
  - Maintains both electronic and hardcopy forms and, records and files using CSuite or other donor platform (Profiles, Gifts, certain Grants, Funds), policy binders, work instructions, and office files.
  - Pull reports from CSuite (or other platform/software) as needed
  - Perform software system clean up, such as profiles or other projects
  - Attends Board meetings as needed
  - Periodic audit of records
  - Contribute to the development and improvement of systems to effectively track, process, and capture data
  - Participate in foundation software training
  - Attend occasional foundation events outside work hours and assist when needed
  - Maintains office cleanliness

## Working Conditions

### Physical Demands

Sitting for long periods. Acute verbal, hearing, and visual senses required for communication. Work environment includes various locations in the office and for public meeting and event registration set/clean up, etc. Manual dexterity and visual capability to use computer, audio/visual, and general office equipment.

## Additional Information

- Location: Work in office, Merrillville, Indiana
- Hours: 24 hours/week, flexible hours between Monday-Friday, 9:00 AM - 5:00 PM
- Payroll Status: Hourly
- Overtime Class: None
- Position: At Will
- Reports to: Office Manager

Submit cover letter and resume by July 31, 2022, to [legacy@legacyfdn.org](mailto:legacy@legacyfdn.org).

**Must be fully vaccinated against the COVID-19 virus to apply. Proof of vaccination will be required upon hiring.**

*This job description is not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of the Gift Entry and Payables Clerk. Other duties and responsibilities may be assigned.*

*Legacy Foundation is an equal employment opportunity employer. We encourage all persons of diverse backgrounds to apply. All employment is decided on the basis of qualifications, merit and business needs.*