



Position Title: Business Officer

Classification: Full-Time, Exempt

General Description:

The Door County Community Foundation is a collection of charitable Funds dedicated to improving the quality of life in Door County, Wisconsin. We play a key role in identifying and solving community problems by building collaborative efforts between generous people and the charities working hard to improve our County. Last fiscal year our family of charitable Funds received contributions of \$9 million and distributed \$5 million to worthy causes throughout Door County and across the nation. To learn more about what we do, visit www.GiveDoorCounty.org.

The Business Officer is an accounting clerk with the critically important role of recording financial transactions and maintaining the corresponding records and files accordingly. This person works closely with the Senior Business Officer to accomplish these tasks. The ideal candidate has bookkeeping experience and a strong comfort working with numbers and computers.

Overall Responsibility:

- Put simply, be adaptable enough to accept whatever responsibility necessary, and work with whomever you have to, in order to ensure that the Community Foundation fulfills its charitable mission

Primary Administrative Responsibilities:

- Assist the Senior Business Officer in the reconciliation of all financial accounts
- Assist the Senior Business Officer in the preparation of monthly fund and financial statements
- Prepare bank deposit packets
- Record gift/deposit information
- Prepare gift acknowledgement letters to donors
- Prepare transmittal letters to accompany grant checks
- Process operating checks to vendors
- Calculate and prepare asset transfers for execution by the President & CEO
- Answer phones, take messages, refer calls to voicemail when needed
- Other duties as assigned by the Senior Business Officer

Primary Development Responsibilities:

- Build relationships with existing donors while executing their transactions

Primary Program Responsibilities:

- Provide reporting and other financial information to the Community Foundation's discretionary grantmaking programs and various boards of advisors

Key Competencies:

- Superior organizational skills
- Exceptional attention to detail
- Ability to handle multiple tasks while performing them all well
- Excellent computer skills, including knowledge of Microsoft Word, Microsoft Excel, Microsoft Access, Adobe Acrobat, and other software programs as necessary
- Bookkeeping experience is highly desired
- Conscientious
- High level of personal and professional integrity and ethics
- Ability to maintain strict confidentiality of donor information
- Ability to work with others to accomplish the mission of the Community Foundation
- Willingness to have fun and enjoy their colleagues and work

Working Relationships:

- Reports to the Senior Business Officer
- Works collaboratively with the other professional staff of the Community Foundation

Schedule:

- Regular business hours of 8:00 a.m. to 4:30 p.m., Monday to Friday
- This is a professional, salaried position more concerned with results than hours worked
- Occasional meetings and events at night and on weekends may be required

Compensation:

- Starting salary of \$36,000 to \$42,000 per year, depending on relevant experience
- 3% matching contribution to a Simple IRA
- 100% employer paid Short-Term Disability Insurance
- 100% employer paid Long-Term Disability Insurance
- Qualified Small Employer Health Reimbursement Arrangement of \$441.67 per month to assist the employee with their independent purchase of qualified health, vision, and/or dental insurance, as needed
- Ten paid holidays per year (all federal holidays)
- Two weeks of paid vacation per year
- Five paid sick days per year

To apply, send a cover letter, resume, and at least two professional references to:

Julie Haen
Door County Community Foundation
222 N. 3rd Avenue
Sturgeon Bay, WI 54235
or email careers@givedoorcounty.org

- Emailed resumes are preferred
- We will begin reviewing resumes on February 1st
- Initial interviews are expected to begin on or about February 14th
- Resumes will be accepted until the position is filled
- Our goal is to have this new person begin work no later than April
- Final candidate will need to pass a standard background and reference check
- No references will be contacted unless an applicant is a finalist for the position and all applicants will be notified prior to our contacting a reference

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BNB