

Shenandoah Community Foundation

Position: Bookkeeper and Administrative Coordinator

Supervisor: Executive Director

Location: Strasburg, Virginia

Status: Regular, Full-Time, Non-exempt

The Shenandoah Community Foundation is seeking a detail-oriented and highly organized Bookkeeper and Administrative Coordinator to join our small, dedicated team. This multifaceted role combines accounting and administrative responsibilities to ensure the smooth financial and operational functioning of the organization. The ideal candidate will be proficient in bookkeeping, payroll, and financial reporting, while also providing critical support in managing grants, scholarships, and donor communications. This position offers the opportunity to contribute meaningfully to community impact in a collaborative and mission-driven environment.

Key Responsibilities

Accounting

- Enter donation and payment receipts into accounting software and deposit checks at bank
- Prepare contribution acknowledgments and notifications of gifts to fund sponsors
- Prepare grant and scholarship award letters and checks
- Review incoming bills and statements for accuracy, enter into accounting system, and prepare checks
- Reconcile the Foundation's accounts monthly
- Manage payroll including maintaining accurate records of employee salary details and tax deductions, calculating and remitting payroll taxes, and preparing checks and pay statements
- Prepare draft budget and long-term growth projections
- Prepare annual W-2, W-3, and 1099-MISC forms and manage SCC, tax exemption, and related filings
- Support audit by providing materials as requested to auditors, meet with auditors, and review 990
- Prepare and mail annual fund statements

Administration

- Oversee Foundation database, completing data entry, running reports, and maintaining compliance with policies and standard operating procedures
- Assist with document preparation, record keeping, and filing
- Manage Foundation's competitive grant process to include updating applications, helping applicants troubleshoot grant portal, review applications and gather additional information as needed, and facilitate grant selection committee meeting
- Follow up with grant recipients to ensure reporting compliance
- Manage annual restricted grant process including contacting recipients, tracking distribution, and providing follow up when necessary

- Track scholarship requirements and maintain process for communicating with necessary stakeholders (such as donors, guidance counselors, etc.) including multi-year scholarship recipients
- Provide scholarship information to schools and support guidance counselors with scholarship process
- Coordinate scholarship selection committees and facilitate meetings
- Order and maintain office supplies
- Support logistics related to meetings and events to include contacting vendors, tracking invoices, and managing day-of tasks such as set up and registration
- Assist in the preparation of the annual report

Applicant Requirements

Education and Experience

- Associate's degree in accounting or equivalent combination of education and experience required.
- Experience with accounting standards and preparation of financial statements, budgets, and audits.
- Experience with payroll processing and preparation of IRS forms (e.g., 1099s, W-2s) and working knowledge of tax-exempt compliance requirements.
- Familiarity with donor databases (e.g., Foundant, Blackbaud, Salesforce) and accounting software (e.g., QuickBooks or similar).
- Familiarity with grant and scholarship administration is highly desirable.

Key Competencies

- Strong organizational skills with high attention to detail and accuracy.
- Ability to work independently and collaboratively with a small team.
- Excellent verbal and written communication skills.
- Strong proficiency in Microsoft Office (especially Excel and Word).
- Comfort with using cloud-based tools and learning new software platforms.
- Ability to maintain confidentiality and demonstrate discretion with sensitive information.
- A strong commitment to the mission and values of community-based philanthropy.

To Apply

Please submit your resume and cover letter to becky@shenandoahCF.org.

We thank all applicants for their interest, but only those selected for an interview will be contacted. Finalists for the position will be required to provide references and information for a background check.

Shenandoah Community Foundation is an Equal Opportunity Employer.