



Job Title: Administrative Accounting and Office Assistant

Reporting to: Comptroller/CFO

Location: Wellston, Missouri

Employment Type: Full-Time, Non-Exempt

Salary Range: \$50,000 - \$60,000

ORGANIZATIONAL SUMMARY

The Community Impact Network (“Network”) is a private operating foundation that builds equity by serving those who create opportunities for people in the 24:1 community to learn, live, and leave a legacy. The 24:1 community includes the people who live in the municipalities and sections of unincorporated north St. Louis County that make up the Normandy Schools Collaborative school district.

The Network and its affiliated entities, including Equity Homes and its subsidiaries, work across sectors to support affordable housing, education, and economic mobility. With an annual combined budget of approximately \$15 million, the finance team ensures accountability and alignment across programs, vendors, and community investments.

POSITION SUMMARY

The Administrative Accounting and Office Assistant position provides administrative support to the Comptroller (who will transition into the Chief Financial Officer role), the accounting department and assists with general office functions as needed. This role also supports organizational operations through cross-functional clerical and administrative work.

The ideal candidate is organized, adaptable, and comfortable managing both routine financial tasks and ad hoc office support. This role is key to ensuring smooth financial operations and maintaining accurate, organized records across the Network’s systems.

ESSENTIAL FUNCTIONS

Essential functions are fundamental job duties. They do not include marginal tasks, which are also performed, but are incidental to the primary functions. The omission of specific statements of duties does not exclude them from the position, if the work is similar, related or a logical assignment to the position. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Accounting Support

- Provide accounting and clerical support to the accounting department.
- Assist with cash receipt processing and proper account coding.
- Manage Comptroller/CFO's calendar, prep Comptroller/CFO for board meetings, schedule meetings and help ensure Comptroller/CFO deadlines are met.
- Assist with special projects between departments as directed by the Comptroller/CFO.
- Prepare and record bank deposits and general ledger postings.
- Support invoice processing and accounts payable data entry.

Clerical & Administrative Support

- Greet guests and callers, answer questions, and direct to appropriate resources or facilities.
- Maintain physical and digital filing systems for accounting and administrative documents.
- Perform daily and weekly management and maintenance of the office.
- Scan, organize, and archive supporting documentation for financial transactions.
- Assist with vendor recordkeeping, invoice copies, and statement follow-ups.
- Manage mail distribution, supply ordering, and other office operations.
- Support meetings and events for The Community Impact Network, and Equity Homes, including event setup, greeting, attendance, and clean-up.
- Perform other duties as necessary or assigned.

COMPETENCIES

Personal characteristics required of all employees such as honesty, integrity, ability to get along with others, professionalism, and courtesy are presumed qualities which may not be listed specifically.

- Excellent multitasking and time-management skills, with the ability to prioritize tasks.
- Ability to interpret a variety of instructions furnished in written, verbal, diagram, or in schedule format.
- Ability to maintain professional, calm demeanor in a variety of situations.
- Positive, engaging, team player attitude.
- Strong verbal and written communication skills.
- Detail oriented with a willingness to learn new skills and techniques.
- Ability to be flexible, adaptive, and positive in a constantly changing environment.
- Able to maintain confidentiality and work with discretion.

EXPERIENCE AND SKILLS

Required:

- High School Diploma or GED
- At least three (3) years of accounting or administrative support experience.
- Proficiency with Microsoft Office Suite (Word, Excel, PowerPoint), One Drive, QuickBooks (T-sheets), and Sage Intacct.
- Basic understanding of administrative and clerical procedures and systems.
- Ability to learn additional software applications as necessary.
- Strong attention to detail and commitment to accuracy.

Preferred:

- Experience working in a nonprofit or multi-entity environment.
- Ability to adapt to changing priorities and support a collaborative team.
- Experience with basic accounting/data entry.

POSITION TYPE AND EXPECTED HOURS OF WORK

This is a full-time, in-office position in a standard office environment. The office is open Monday through Friday, 8 a.m. to 5 p.m. Some work after the normal office hours or on weekends may be necessary from time to time.

PHYSICAL DEMANDS

This position requires the use of computers, phones, and personal conversations. Constant use of eyes and hands will be required in all environments where work is performed. The incumbent may stand, walk, reach, stoop, climb, lift, carry, and bend occasionally when performing essential job functions in the office and at other locations. These activities may include walking through various locations and activities, and the operation of common office equipment such as photocopiers, fax machines, mailboxes, or scanners.

AAP/EEO STATEMENT

We have a policy of offering equal employment opportunities to all employees and applicants. Specifically, Community Impact Network and Equity Homes do not discriminate in employment opportunities or practices based on race, color, gender, religion, national origin, age, sexual orientation, gender identity, citizenship status, pregnancy, mental or physical disability, veteran status, genetic information, or any other characteristic to the extent prohibited by Federal, state, or local law.

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive list of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.