

Job Title: Bookkeeper/Accountant
Reports To: Chief Financial Officer
Time Schedule: 40 hours per week
Status: Exempt
Date: April 24, 2026: Open until filled

Job Summary

Provide support to the Chief Financial Officer and perform a variety of accounting, bookkeeping, and operational functions to assure the smooth and efficient accounting operations of the North Dakota Community Foundation.

Essential Functions and Responsibilities

Financial Operations & Fund Accounting

- Perform fund accounting transactions and ensure the meticulous recordkeeping of all funds.
- Reconcile a wide variety of financial data, including bank statements, investment accounts, and other balance sheet accounts.
- Maintain a high degree of accuracy when inputting data into the general ledger and sub-ledgers to ensure the integrity of the foundation's financial data.
- Process ACH transfers, cash transfers, and payroll, maintaining accurate and timely records within the accounting system.
- Manage accounts payable, grants payable, donation reception, and data entry functions with a high degree of accuracy.
- Post daily deposits and monitor financial workflows across various platforms
- Respond to auditors by providing supporting documentation and explaining internal processes.
- Maintain strict confidentiality regarding all private matters and sensitive financial data pertaining to NDCF.

Analytical Support & CFO Collaboration

- Perform financial analysis and prepare detailed reports, written materials, and financial briefs for the Chief Financial Officer.
- Complete ad hoc financial and operational projects to support the foundation's strategic goals.
- Research and resolve discrepancies in financial information or documentation using independent problem-solving skills.
- Compile and maintain a diverse array of financial information, files, and records

Operational & Program Support

- Support the grant processing lifecycle, ensuring detail-oriented execution of disbursements and documentation.
- Ensure the accurate flow of data between systems
- Maintain the integrity of the database
- Develop and extract reports from a database
- Respond to inquiries from a wide variety of sources, including donors, fundholders, or NDCF employees
- Provide support to all NDCF departments as needed to ensure operational success

- Provide orientation and technical support to NDCF personnel regarding financial procedures and program requirements.
- Maintain a professional and cordial spirit, delivering high-level customer service during all stakeholder interactions.
- Participate in NDCF staff meetings and assist with system-wide projects as assigned.
- Other duties as apparent or assigned

Non-Essential Functions and Responsibilities

1. Participates in in-service/professional development as determined by supervisor.

Qualifications

- Associate or bachelor's degree in finance, accounting, business, or a related field or equivalent certificate
- Fund accounting or non-profit experience preferred but not required
- Two years of related accounting or bookkeeping experience preferred but not required.
- Strong attention to detail and maintain a high degree of accuracy when entering data
- Strong understanding of the Microsoft Suite (Excel, Word, PowerPoint, etc.)
- Strong computer skills.
- Ability to communicate clearly and concisely, both orally and in writing.
- Maintain ethical behavior in all interactions.
- Able to develop effective working relationships with others.
- Able to perform advanced mathematical operations.
- Ability to apply common sense understanding to carry out instructions.
- Ability to multi-task and read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Maintain a safe and secure environment
- Ability to deal with problems involving several variables.
- Willing to grow in the position.

Working Environment/Physical Demands

This is a permanent full-time position working onsite at NDCF's Bismarck office.

The work environment and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. The employee regularly works indoors. The employee must be able to meet deadlines within time constraints. The noise level in the work environment varies from mild to moderate.

While performing the duties of this job, the employee is regularly required to sit, stand, walk, and use finger dexterity. The employee is occasionally required to kneel, crouch, stoop, reach, bend, twist, and lift up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and depth perception. The employee must also be able to communicate effectively and calmly with others; maintain a calm and professional demeanor; make non-routine judgments; and organize and manage tasks within time constraints. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions within the work environment.

Anticipated Salary Range: \$45,000 - \$65,000

Generous benefits package includes: vacation leave, sick leave, paid holidays, paid health insurance, vision/dental allowance, and very generous retirement allowance.

To Apply

This position is available to begin immediately and will be filled as soon as a qualified candidate is identified and accepts the position. Applicants must be able to pass a drug test and criminal background check.

Email as an attachment a cover letter & resume to Dan@NDCF.net or mail to:

Dan Neff, Chief Financial Officer
North Dakota Community Foundation
PO Box 387
Bismarck, ND 58502-0387