

**POSITION: Accounting Clerk**

Grantmakers for Education (GFE) is seeking a professional who relishes the behind-the-scenes work of supporting a team to join us in achieving our mission of strengthening philanthropy to improve outcomes and expand opportunities for all learners.

**Our Organization:**

Grantmakers for Education's mission is clear: strengthen philanthropy to improve outcomes and expand opportunities for all learners. Headquartered in Portland, Oregon, GFE brings together hundreds of private and public philanthropies committed to improving public education, including closing the achievement gap for students from all backgrounds, improving teaching and leadership and fostering innovation and new models for learning. We provide a forum for interaction and engagement for our members that builds upon and deepens the effect of their individual investments by enhancing their knowledge about effective education strategies and high-impact grantmaking strategies.

It is an exciting and inspiring time to join our team as we position the organization to exceed the expectations and needs of its members and continue to develop programs and services that focus on the most critical education matters ahead.

GFE offers a culture of committed team members working toward a common cause, competitive wage and benefits options, and generous vacation policies.

For more information about our work and results, please visit <https://edfunders.org>

**Position Overview:**

Grantmakers for Education accounting clerk will support a highly functional environment in which GFE is on track to achieve our mission goals by creating and maintaining high-quality financial records and efficient operational organization. We are looking for a self-starter to handle the day-to-day accounting responsibilities. The clerk will work directly with the controller to provide essential support and outstanding customer service to both internal and external customers.

**Essential Functions:**

- Process accounts payable.
- Process accounts receivable.
- Support controller.
- Perform light front desk responsibilities including answering phones and ordering office supplies.
- Provide exceptional customer service to internal and external customers alike.
- Support annual audit.
- Support annual conference and assist with processing registrations.
- Process monthly reconciliations.

**Key Qualifications:**

We are seeking a professional with strong communication skills, willingness to pitch in, and outstanding attention to detail. Successful candidates will have previous accounting experience and demonstrate that they are a self-starter with the ability to meet deadlines, while maintaining high quality customer service.

- 2 years full cycle accounting experience.
- Experience with QuickBooks preferred.
- Attention to detail.
- Excellent communication skills.
- Outstanding organizational skills.
- Proficiency in Microsoft office suite (Excel, Word and Outlook).
- Experience in or knowledge of education reform and/or philanthropy a plus.

**Compensation and Work Hours:**

This is a part time position averaging 30 hours per week during business hours of 8 a.m. to 5 p.m. Monday through Friday. The hourly pay for this role is \$15 to \$17.

**Location:**

GFE currently operates a nationwide hybrid virtual organization with a home base in Portland, Oregon. This position is located at our Portland office.

**How to Apply:**

Please submit a resume and cover letter detailing your qualifications and interest in the position to [jobs@edfund.org](mailto:jobs@edfund.org). All applications should follow the subject line “[Name] Accounting Clerk Application”. Applications are reviewed on a rolling basis and the position will be open until filled.