



# Rockefeller Brothers Fund

Philanthropy for an Interdependent World

## Employment Announcement: Administrative Assistant, Human Resources and Accounting

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### About the Fund

Founded in 1940, the Rockefeller Brothers Fund (RBF) advances social change that contributes to a more just, sustainable, and peaceful world. The RBF's grantmaking is organized around three themes: Democratic Practice, Peacebuilding, and Sustainable Development. Though the Fund pursues its three program interests in a variety of geographic contexts, it has identified several specific locations on which to concentrate cross-programmatic attention. The Fund refers to these as "RBF pivotal places": subnational areas, nation-states, or cross-border regions that have special importance with regard to the Fund's substantive concerns and whose future will have disproportionate significance for the future of a surrounding region, an ecosystem, or the world. The Fund currently works in two pivotal places: China and the Western Balkans. The Charles E. Culpeper Arts & Culture program, focused on New York, nurtures a vibrant and inclusive arts community in the Fund's home city.

Through its grantmaking, the Fund supports efforts to expand knowledge, clarify values and critical choices, nurture creative expression, and shape public policy. The Fund's programs are intended to develop leaders, strengthen institutions, engage citizens, build community, and foster partnerships that include government, business, and civil society. Respect for cultural diversity and ecological integrity pervades the Fund's activities.

### Position Summary

The Rockefeller Brothers Fund seeks an Administrative Assistant to support the Human Resources and Accounting departments. S/he will provide administrative support, including calendarizing and planning for meetings; preparing invoices for payment; maintaining files and documentation; performing basic research on assigned topics; supporting administrative tasks related to the accounting function; and responding to inquiries, as requested.

The incumbent will provide administrative support for the Human Resources and Accounting departments' management of the RBF's China and other overseas operations.

The incumbent will perform all other duties assigned by the Director of Human Resources and Co-Directors of Finance.

### Key Responsibilities

#### Administrative Support for Director of Human Resources

- Provide administrative support to the Director of Human Resources relating to implementing, managing, and supporting human resources for the RBF's China operations. This will include interacting with partners such as the intermediary employer agency in China for payroll, employee benefits, and performance matters.

- Organize and prioritize the Director's in- and outboxes.
- Perform administrative tasks related to managing appointments for the Director, screening incoming telephone calls and correspondence, responding independently when appropriate.
- Coordinating meetings, conference calls, travel arrangements, and events for the Director and other parties, as requested, e.g., job interviews for candidates, vendors, etc.
- Prepare and, as appropriate, compose standardized, customized, or confidential correspondence, memoranda, and/or documents for the review and signature of the Director.
- Support the Director with periodic projects such as annual compensation budget, staff retreats, staff and workplace safety protocols, etc.
- Provide administrative support to Director relating to special projects, e.g. organizational culture vendor vetting and placement, compensation studies, and other projects, as assigned. Also, provide administrative/logistical support for staff events, periodic recruitment initiatives, and other meetings.
- Perform research on human resources related topics, as requested.
- Process all invoices for the Human Resources department including coordinating payments with the Accounting department.
- Maintain paper and electronic files, personnel, and other general human resource related files. Manage Human Resources electronic data in Box and SharePoint.
- Assist with preparation for annual Human Resources audits.

#### Administrative Support for Accounting Department

- Provide clerical and filing support relating to: preparing weekly check payments for mailing and updating the checks and wire transfers log book; maintaining the filing system for all invoices, journal entries, and other supporting documentation; and preparing mailing materials related to the annual tax filings for RBF and its affiliates: Rockefeller Family Fund and David Rockefeller Fund.
- Provide support for rebills to RBF's affiliates.
- Assist the Co-Directors for Finance with scheduling RBF audit committee and tax-related meetings.
- Provide administrative support to the Co-Directors for the RBF annual financial audit, including the preparation of audit confirmation letters and collecting general audit items and investment-related materials. Assist with pulling supporting documentation for audits.
- Coordinate compilation of annual staff timesheets for use in preparation of Annual Schedule of Functional Expenses, follow up with staff on missing timesheet information, and prepare master timesheet template to consolidate all annual staff timesheet data.
- Coordinate the compilation of annual staff Direct Charitable Activity (DCA) into a summary schedule for use in preparation of the annual tax return.
- Provide administrative support to the Accounting department relating to monthly corporate credit card statements, petty cash funds, etc.
- Retrieve correspondence and distribute to the appropriate Accounting staff.
- Provide accounts payable and bookkeeping support as needed.
- Provide support to the Accounting department team relating to financial management of China office operations. Provide administrative support to maintain the relationship with the RBF's China office's outsourced accounting provider.

*The incumbent performs all other duties assigned by the Director of Human Resources and the Co-Directors of Finance.*

## Qualifications

- Ability to exercise sound judgment and handle confidential matters with discretion.
- Excellent written, verbal, analytical and organizational skills. Ability to draft original correspondence. Strong proofreading and editing abilities are also necessary for this role.
- Demonstrated interest in human resources and accounting fields.
- Exceptionally strong interpersonal skills, including the ability to be consistently diplomatic, tactful, and professional, and to interact effectively with all levels of staff, trustees, and external parties.
- Highly effective and efficient administrative skills and abilities, including ability to develop and implement administrative systems to accomplish work.
- Ability to manage multiple tasks and projects with flexibility and detail orientation. Able to prioritize, work under pressure, and meet short deadlines from the various departments being supported.
- Strong knowledge of and ability to use computer technology to efficiently accomplish work, using e-mail, the internet, database management software, and Microsoft Office programs, including Word, Excel, PowerPoint, Outlook, and SharePoint. Other systems currently in use include Intacct for accounting, Nexonia for expense reporting, ADP for payroll/time and attendance, and Box for document management and collaboration.
- Ability to operate independently, set goals, and be disciplined in achieving them with minimal supervision.
- Ability to develop and maintain broad knowledge of the RBF's practices, policies, and procedures.
- Ability to manage multiple tasks and projects with flexibility and detail orientation. Able to prioritize, work under pressure, and meet short deadlines.

Additionally, each employee is expected to:

- Understand and support the philanthropic mission of the RBF.
- Respect and value those who partner with or request assistance from the RBF.
- Manage the resources of the RBF in a manner that maximizes the funds available for charitable activity.
- Appreciate the value of diversity initiatives and equal opportunity in all work relationships.
- Respect the contribution of each employee of the RBF and support colleagues in fulfilling their individual responsibilities.
- Appreciate differences in perspectives and point of view and work collaboratively with colleagues toward shared goals and objectives.
- Commit time to RBF activities and conversations that strengthen the Fund's culture and improve its effectiveness.

## Education & Experience

- Bachelor's Degree with a minimum of four years administrative experience. Experience working in operations, human resources, and/or accounting fields, preferred.
- Foundation and/or other nonprofit experience, preferred.

## **Application Process**

The Rockefeller Brothers Fund is an equal opportunity employer and invites applications from candidates regardless of race, gender, national origin, sexual orientation, age, disability or religion. We offer a salary commensurate with qualifications and experience, a generous benefits package, and a pleasant work environment.

To apply, please send a letter explaining your interest in the position and qualifications along with a resume to [vacancy@rbf.org](mailto:vacancy@rbf.org). Include *Administrative Assistant, Human Resources and Accounting* on the subject line of your email. Additionally, include a brief writing sample of about five pages, of your original work. No telephone or fax inquiries please. Application deadline is **September 7, 2018**.

**Rockefeller Brothers Fund**  
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For additional information please visit our website at [www.rbf.org](http://www.rbf.org).