Iowa Public Radio is searching for a detail-oriented professional to join our Finance and Operations team as Gift Accountant. This position is based in our Des Moines office.

The Gift Accountant, in collaboration with the Accounting Manager and the Development and Underwriting teams, is responsible for the coordination of membership and underwriting accounts receivable activity. Specific responsibilities include processing various forms of pledge, gift and contract payments, maintaining donor accounts and files, and other general membership-related administrative tasks.

ANTICIPATED HIRING RANGE:
- $14.49 - $24.79 per hour

BENEFITS:
- Comprehensive benefits package includes medical, dental, vision, life, LTD, retirement plan, immediate accrual of vacation and sick time

MINIMUM QUALIFICATIONS:
- Associates degree in Accounting, Business, or related field or equivalent accounting experience to substitute for a degree;
- 1 year of experience in accounting, accounts receivable or account reconciliation-related work with attention to detail and accuracy;
- Experience in accounting, donor relations, membership programs or traffic databases.

PREFERRED QUALIFICATIONS:
- Knowledge and experience with Microsoft Office Suite including, Word, Excel and Outlook; and
- Experience with accounting software or databases, preferably fundraising databases.

APPLICATION PROCESS:
Please submit application materials to iprrecruiting@iowapublicradio.org. Inquiries may be sent to iprrecruiting@iowapublicradio.org.

For full consideration, applications must include the following: Cover letter, resume and contact information for at least three (3) professional references.

Applications must be received by 5 pm Monday, March 8, 2021. Employment is contingent upon the successful outcome of a background check.

Iowa Public Radio is an Equal Opportunity Employer.