

Date: August 10, 2026

Job Title: Grants and Accounts Payable Administrator

Classification: Full Time, Non-Exempt

Wage: \$26.44/hour - \$28.84/hour

Location: Helena, MT

Reports to: Controller

Description of Position:

In support of Montana Community Foundation's (MCF) mission, the Grants and Accounts Payable Administrator provides administrative support to the Grants and Scholarships Program and Finance Department. This position assists in facilitating MCF's grantmaking and scholarship operations through all stages of the process. This position will be responsible for managing and monitoring all grants authorized by the Foundation and ensuring consistent grant processing. The position will manage a robust database and use it to support the grants and scholarship's administrative function. The Grants and Accounts Payable Administrator is also responsible for processing accounts payable for the Finance Department, ensuring data integrity and supporting internal staff. The Grants and Accounts Payable Administrator reports to the Controller.

MCF's mission is to *Create a Culture of Giving so Montana Communities Can Flourish*. This mission is accomplished through a strong team effort that focuses on collaboration, empowerment, and professional excellence. MCF places equal emphasis on an employee's skills and an employee's attitude, recognizing the combination of exceptional skills and a positive, respectful attitude make MCF a special environment for its employees and constituents. To that end, our employees must have a positive attitude and engage in constructive and appropriate communication. Employees must treat their employer, its constituents and each other with respect always. Each employee is a vital part of MCF's team and plays an integral role in meeting our goals.

Essential Duties, Responsibilities and Expectations:

- **Grants Administration** **50%**
 - Ensure the Foundation's grant-making and related processes, documents, and procedures are executed professionally, efficiently, on schedule, and in a manner consistent with best practices.

- Responsible for the timely processing of grants using the grants management database. Accurately and efficiently process grant recommendations from submission to disbursement. This includes using a database to enter and track all grants, data entry, research, and due diligence, generating award letters, mailing grants, and maintaining records.
- Ensure grants comply with current IRS charitable giving guidelines, MCF's Values Aligned Grantmaking Policy, and MCF practices.
- Manage database records for related programs, grantees, fund holders and advisory committee members.
- Provide accurate grant data/information to Foundation staff and Board of Directors, as needed.
- Work closely with Donor and Philanthropy staff on donor relationship stewardship and grant management.
- Serve as primary point of contact for donors and grantees who need assistance in utilizing the Foundation's grants management system for submission of applications and reports.
- Track grantee payments and reports due, sending reminders to grantees and program staff as needed; confirm application and reporting materials are complete when submitted.
- Assist Program Officers with online grant application software. This may include using an online application system for each grant program and tracking and monitoring grantee progress through an online reporting system.

- **Accounts Payable Administration**

20%

- Responsible for the timely processing of the Foundation's invoices daily using the financial management database. Accurately and efficiently process invoices from receipt of invoice to disbursement. This includes using a financial database to enter and track all payments to be made, data entry, ensuring complete documentation of payment, submitting invoices for review and payment, and mailing of payments.
- Ensure invoices have been properly reviewed and approved by necessary department directors before payment.
- Ensure accounts payable vendor records are accurate and have W-9 verifications before payment.

- **Annual Endowment Distribution Support**

15%

- Responsible for assisting the Finance Department in the review and information gathering of vendor (beneficiary) information, including the vendor's proper name, IRS status, and other relevant information to ensure payment.
- Responsible for obtaining confirmation for annual endowment distribution payments to fiscal sponsor(s) of the beneficiary.
- Responsible for the special fund grants and related correspondence that occur after the annual endowment distributions are made.
- Assist in gathering or updating any other vendor (beneficiary) information as necessary (i.e. ACH forms).

- Scholarship Administration 5%**
 - Manage all scholarship program related data entry into Raiser's Edge (RE) and Financial Edge (FE), primarily focused on recipient (student) and vendor (college or university) records.
 - Collaborate with the CRM Strategy and Systems Manager and Impact Programs Operations Manager to complete the annual upload of all recipient (student) data required for the processing of the payments.
 - Input vendor (college or university) data required for the processing of the payments.
 - Confirm required vendor data and eligibility to ensure compliance with IRS and MCF policies.
 - Manage the refund process throughout the academic year when students cease enrollment or transfer schools, include updating RE student and vendor records, as needed, and voiding payments in Foundation Cloud.
 - Assist with the processing of payments, to include a review of all payment information in Foundation Cloud and the sending of checks and all accompanying letters to appropriate schools.
 - Assist with the gathering and review of relevant data for presentation to the Board of Directors, other stakeholders and staff.
 - Assist with the review and recommendation processes for various scholarships, as needed, to include serving as a member of a review committee, if needed and appropriate.

- Donor Advised Fund Portfolio 5%**
 - Annually reviews a small portfolio of donor advised (endowed and non-permanent) funds to ensure that grants are being made.

- Other Responsibilities as Assigned 5%**
 - This position will be an integral part of the Grants and Scholarships Program and Finance Department and provide administrative support to program staff and perform other responsibilities as needed for the success of the Foundation.

Supervisory Responsibilities:

This position has no supervisory responsibilities.

Education and Experience:

- Excellent communication skills, both written and oral.
- B.A./B.S. degree or four (4) years' experience working in a related field, preferably in nonprofit organizations.

Competencies:

- Excellent attention to detail and ability to work quickly and accurately with multiple time deadlines.
- Ability to maintain strict confidentiality.

- Ability to work with diverse populations, interact with and motivate a wide variety of people including MCF board members, volunteers, grantmakers, grantees and donors, and vendors.
- Strong sense of self with demonstrated qualities of integrity, loyalty, and discretion.
- Self-motivated and ability to work independently.
- Proficient computer skills and experience with databases.
- Ability to work effectively in a shared leadership work environment.
- Excellent ability to prioritize competing projects and effective time management skills required. Impeccable follow-up commitments.

Travel:

This position is based in Helena, Montana and requires occasional travel throughout the state.

Benefits:

MCF offers a competitive benefit package. Full-time regular employees are eligible to participate in group medical, dental and vision coverage; 401 (k) retirement plan; Health Savings Account; and short-term and long-term disability coverage as well as a generous PTO program.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing 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.

How to Apply:

To apply for this position, submit a **cover letter, current resume,** and **three (3) professional references** to daphne@mtcf.org. Applications can only be submitted **by email**. Review of candidates will begin **Monday, August 24, 2026**.