

## **CMF Office Manager Position**

Are you ready to join us in our mission to improve Central Montana? Then read on! We're seeking an office manager to work 25-30 hours per week. CMF is a community foundation headquartered in Lewistown, serving five counties in Central Montana. We're a grant-making organization and also administer permanent endowment and pass through funds for other tax-exempt and non-profit organizations and scholarships. The office manager will assist CMF's Executive Director with processing financial transactions, administration of a large scholarship program, working with an independent CPA firm in preparing monthly financial reports and annual financial statements and/or independent audits, among other duties. Successful applicant to receive training on accounting and financial management software designed for community foundations. Position requires strong written and verbal communication skills and experience with office procedures. Bookkeeping and general accounting experience preferred. Pay is \$20-25/hour, depending on experience. To apply, submit a cover letter and resume to Central Montana Foundation, PO Box 334, Lewistown, MT 59457 by March 21, 2025.