

F. M. Kirby Foundation & Kirby Family Office Executive Assistant / Bookkeeper

The F. M. Kirby Foundation, a private family foundation based in Morristown, New Jersey, and the Kirby Family Office seek an exceptional candidate to join a dynamic team as an Executive Assistant and Bookkeeper. Working out of a historic home in the heart of Morristown, the Executive Assistant / Bookkeeper will be a key player in the Foundation's philanthropy, while also providing administrative support to various entities associated with the family.



Responsibilities Include (*adjustable based upon experience)

- Fulfill timely and accurate bookkeeping records and responsibilities, including payroll, accounts payable, and accounts receivable, for both Foundation and family office entities.
- Oversee employee benefits and the accrual and use of paid time off.
- Manage office calendar and scheduling of meetings, both in-person and virtual.
- Arrange and coordinate travel plans.
- Maintain office supplies.
- Maintain accurate office files.
- Sort and distribute mail.
- Work with Foundation staff in planning grantee convenings and programming.
- Provide support in our grants management system.
- Answer phones, direct inquiries, field grant solicitations, and welcome visitors.
- Provide monthly bank reconciliations for review.
- Assist in arranging and preparing for meetings, including Board meetings.
- Update and maintain employee handbook.
- Other duties as assigned.

Preferred Qualifications

The well-qualified applicant will:

1. Have 3+ years of administrative and bookkeeping experience.
2. Share a commitment to the Foundation's mission of fostering self-reliance and strong, healthy communities.
3. Be able to balance multiple responsibilities simultaneously.
4. Have superb interpersonal skills, with an ability to work respectfully and efficiently with a broad range of people.
5. Possess a flexible mentality, sound judgment, an entrepreneurial habit of mind, and a natural curiosity.
6. Possess strong written and oral communication skills, paired with attentive listening skills.
7. Share a commitment to continuing education and professional development.
8. Be able to work efficiently and problem solve with technology. Proficiency in Microsoft Office and experience with bookkeeping software is expected.
9. Be able to work onsite (Morristown, NJ) as well as travel, including out-of-state and overnight work-related trips, for professional development.

Salary & Benefits

- Salary commensurate with experience.
- Comprehensive benefits, including fully subsidized health, dental, and vision care
- 403(b) program, with 10% employer match
- 15 days of paid time off, as well as 11 paid holidays and 2 paid volunteer days

To apply: Please send a cover letter, resume, and list of three references to fmkf@fmkirby.com. Please include in e-mail subject: "Application for Executive Assistant / Bookkeeper Position."

Application deadline: Applications will be considered on a rolling basis until the position is filled.

The F. M. Kirby Foundation provides equal opportunities to all employees and applicants for employment without regard to race, religion, color, age, sex, national origin, sexual orientation, gender identity, genetic disposition, neurodiversity, disability, veteran status or any other protected category under federal, state and local law.