



Finance and Administration Associate Position Description

<u>Reports To:</u>	Chief Financial Officer
<u>Exemption Status:</u>	Full-time, non-exempt position
<u>Work Week:</u>	37.5 hours.
<u>Pay Range:</u>	\$30.00 to \$33.33/hr. (\$58,500-\$65,000 annual)

Primary Purpose: The *Finance and Administration Associate* provides administrative and accounting support to all *Foundation* staff and assists in maintaining office operations.

Key Responsibilities

Administrative Support

- Display a courteous, cheerful manner in answering the telephone and greeting the public.
- Support all staff as needed with administrative tasks.
- Prepare and maintain all Board of Directors documents and Board calendar including management of the Board portal.
- Maintain the general filing system: potential, current, and future donors and funds, resource materials.
- Keep office machinery in working order; call mechanical support as needed.
- Order and maintain inventory levels of printed materials, i.e., letterhead, envelopes, brochures, etc. and inventory of all supplies.
- Other tasks as assigned.
- Daily monitoring of info@cfgcr.org email.

Accounting Functions

Money In

- Input the daily cash receipts and stock gifts by entering gifts to ensure accurate and timely processing.
- Establish new donor profiles in our database system.
- Complete the bank deposit weekly or 2x/week as needed.
- Prepare and mail acknowledgement letters.

Money Out

- Daily clearing of checks and monitoring of bank account balances.
- Monitor balances to request cash transfers to meet operational or investing needs.
- Processing of operational and grant check requests.
- Entering checks in a tracking spreadsheet and on our bank's fraud protection application (Positive Pay).
- Assist with checking account reconciliations.
- Reconcile credit card transactions.

Accounting Support

- Support with monthly check reconciliations.
- Assist with requested fund statements.
- Assist with maintaining and updating the accounting manual.

Advancement (Scholarships) Support

- Serve as a staff liaison for the Foundation's scholarship programs.
- Review, update, and distribute scholarship applications annually.
- Develop and manage relationships with guidance counselors and nonprofit organizations serving students regionally.
- Develop and manage relationships with scholarship fund advisors.
- Collect, review, copy, and distribute completed applications to selection committees.
- Maintain lists of selection committee membership.
- Participate in committee discussions and interviews and send decision letters following selection.
- Collect necessary information from all scholarship recipients each semester.
- Input scholarship awards into database. Prepare award letters for each school/student award.
- Maintain enrollment verification for students and distribute checks as designated.

Qualifications

- Either an associate degree, or more or five years of office experience (in an administration or bookkeeping capacity).
- Computer skills, experience with Microsoft Word and Excel, and accounting software.
- Ability to operate various office equipment including computer, printer, telephone, fax machine, photocopier, and scanner.
- Must have a strong customer service orientation.
- Must be able to organize and prioritize work, be proactive, take initiative, resolve problems, follow through, and simultaneously manage multiple priorities to ensure goals are met in a timely manner.
- Adhere to the guidelines outlined in our Employee Handbook.
- Experience and knowledge of the nonprofit sector, foundation and investment management is a plus.

Organizational Expectations

Each employee of the *Community Foundation for the Greater Capital Region* is an essential part of the whole. We are in the business of helping people and our community and how we interact with each other and build our internal community matters greatly. Each role also supports our overall mission to strengthen our community by attracting charitable endowments both large and small, maximizing benefits to donors, making effective grants, and providing leadership to address community needs. As such, each employee of the *Community Foundation* is expected to:

- Work with integrity and respect toward:
 - One another and our donors, volunteers, and the diverse communities with whom we interact;
- Offer a superior level of customer service;
- Provide a welcoming environment;
- Communicate and collaborate across the organization;
- Give, and should expect to receive, clear expectations;
- Work with an eye toward improvement, innovation and developing individual and organizational capacity;
- Take personal responsibility for the accuracy and completeness of their own work; and
- Offer and request assistance to and from fellow employees in reviewing work for accuracy.

Physical Conditions

While performing the duties of the job the employee is regularly required to sit, talk, or hear, both in person and by telephone; use of a computer and other office machines is required (copier, fax, and postage machine). Reasonable accommodation will be enacted, if necessary.

Time Requirement

This is a full-time position requiring 37.5 hours per week. The standard work hours are 9:00 a.m. to 5:00 p.m. with the work physically performed at our office. Occasional remote working is allowed with the approval of the supervisor.