

CAPITAL REGION COMMUNITY FOUNDATION

POSITION DESCRIPTION

TITLE: **Finance and Operations Associate** FLSA: Exempt
REPORTS TO: Chief Financial Officer Updated: 6-8-21

Summary of Responsibilities

Provides financial and administrative services that support the financial, accounting and investment functions of the organization. Coordinates assigned human resources functions and general operations.

Specific Tasks and Responsibilities

I. ACCOUNTING (70%)

A. Donation Management

- Reviews and reconciles donations for deposit with the bank
- Processes gifts and other checks and cash
- Tracks pledges to the Foundation, including payments made and commitments outstanding; prepares reminder notices of pledges and donor statements; processes automatic pledge payments
- Performs data entry of donor and gift information
- Maintains physical records for audit trail
- Generates receipt letters for donations

B. Accounts Payable

- Reviews all invoices for correct verification, coding, approvals and overall accuracy and whether budget exists for the expenditures
- Processes, enters and posts accounts payable
- Processes and posts approved grant checks from all funds
- Verifies and prepares payment for approved staff expenses
- Assists in preparing checks for signature and mailing
- Prepares, files, and distributes year-end 1099 reports in a timely fashion

C. General Ledger

- Initiates and assists in preparing and entering journal entries to record transactions
- Prepares summaries, reports, and recommendations where necessary
- Assists the Chief Financial Officer in preparing and reconciling general ledger accounts
- Assists in conducting timely month-end closing

D. Financial Reporting

- Complete external surveys as necessary
- Prepares and distributes in a timely fashion various accounting-related reports
- Prepares, reviews, and distributes quarterly and annual fund statements
- Prepares annual reports as required by various State and Federal agencies

E. Other

- Assists the Chief Financial Officer in preparing for the annual external audit
- Assists with internal controls in accordance with policies and procedures
- Assists the Chief Financial Officer in the budget process
- Oversees finances and administration of special initiatives where CF serves as fiscal agent
- Updates Accounting Policies and Procedures Manual as needed

II. **HUMAN RESOURCES (20%)**

A. Operations

- Coordinates staff meetings and retreats
- Provides professional development opportunities for staff
- Serves as a member of the HR Committee; coordinates meetings and takes minutes

B. Staffing

- Coordinates hiring process for new staff, including postings and coordination of the interview process and references
- Ensures completion of all paperwork
- Orients new staff

B. Benefits

- Manages employee benefits and PTO records
- Coordinates annual health insurance paperwork and changes; discusses options with agent and presents recommendations to CFO

C. Policies and Procedures

- Ensures compliance with employer regulatory requirements
- Ensures Employee Handbook is maintained and up-to-date
- Conducts periodic salary and benefit surveys; presents recommendations to CFO

III. **ORGANIZATIONAL MANAGEMENT (10%)**

A. Purchasing and office management

- Oversees purchasing procedures; monitors and ensures adherence to expense budget
- Oversees equipment leases and purchases, computer systems and software, and third party vendors and consultants
- Oversees office lease and maintenance issues; serves on Armory work committee

B. Compliance and Best Practices

- Ensures CF compliance with regulatory and statutory requirements for community foundations
- Ensures CF adheres to best practices in the community foundation field, including compliance with COF National Standards; annually updates or establishes policies and procedures that reflect those best practices

IV. **OTHER**

- Participates with entire staff in preparation for Foundation Board and Committee meetings and other special events
- Responsible for other projects and activities as assigned.

POSITION REQUIREMENTS

Education

Work requires communications, analytical and organizational skills acquired through completion of a Bachelor's/Associate's degree in accounting or finance, or working towards such a degree.

Experience

This position requires significant experience directly related to entering and processing financial transactions. Three+ years of experience providing high-level clerical and administrative support to a finance/accounting department is preferred. Some experience in operations and human resources functions also preferred.

Knowledge, Skills and Abilities

- Willingness to be flexible in performing multiple job duties at varying skill levels
- Proficient in and comfortable with technology, particularly with financial and/or donor databases
- Ability to understand and work with financial information and budgets
- Ability to analyze qualitative and quantitative data and present findings in a clear, concise and professional manner
- Attention to detail with accurate financial data entry skills
- Highly organized and capable of managing multiple tasks and priorities
- Excellent judgment and ethics; ability to keep information confidential
- Self-reliant, good problem solver, results oriented
- Strong interpersonal skills; strong commitment to customer service
- Energetic, flexible, collaborative and proactive
- Professional manner and appearance consistent with a formal office atmosphere
- Valid driver's license and willingness to travel on Foundation business
- Other duties as may be prescribed from time to time

Opportunity exists for professional advancement based on work performance and organizational need.