Finance Manager (Part Time)

SUMMARY

The position of Finance Manager is a part time position directly responsible to the Executive Director.

MAJOR RESPONSIBILITIES AND DUTIES:

OFFICE AND DATABASE MANAGEMENT

- Responsible for being well versed in Community Pearl (Fund Accounting Foundation Information Management System), and is the point person for all financial information related to the Foundation
- Manage records/data in Foundation's information systems, including donor, gift, grant, and fund information
- Coordinate pledge communications with donors
- Maintain fund, donor, vendor, financial and other files
- Responsible for the implementation and ongoing maintenance of all relevant accounting policies and procedures, and new compliance procedures
- Secure quotes for all insurance coverage & renewals, develop draft RFP's for financial services
- Maintains and adheres to Internal Audit Control Procedures
- Maintains confidentiality and security of donors/donations, except as contained in annual report
- Attend all Finance Committee Meetings and produce minutes of each meeting
- Attend all Foundation functions as requested by Executive Director (Annual Gala, marketing events and donor education events) to name a few
- Attend all professional development seminars the Executive Director recommends

BOARD, COMMITTEE AND DONOR SUPPORT

- Provide administrative support to staff members, Board members, and committee members as needed
- Assist with Grant and Scholarship related activities and communications as well as special Fund related programs
- Interface via phone and in-person with people inquiring about the Foundation and/or

opening funds (in the absence of the Executive Director)

FULL CHARGE BOOKKEEPING

- Full charge accounting procedures including correlating data for accountant and auditors, paying bills, posting gifts, making bank deposits, monitoring cash flow, and general ledger entries
- Code all expenses, credit card charges and invoices in Community Pearl
- Responsible for processing bi-weekly payroll and keeping all records, including:
  - o Process, prepare and mail all annual W-2's
  - o Track all PTO time used
  - o Process, prepare and submit all IRS payroll tax filings (weekly & quarterly)

- Reviews and processes all incoming receivables and contributions, and enters transactions into database system
- Prepares all necessary reports as required by the Executive Director, Board of Directors, Finance Committee, Auditor and Fund Representatives
- Merge all gift acknowledgements from Community Pearl for Executive Director
- Requests necessary transfers to meet operating and expense accounts between funds
- Process all Grant disbursements, reports and receipt of proper grant use documentation
- Prepare monthly reconciliation of bank and investment accounts
- Support annual audit
- Prepare monthly financial reports, including maintaining monthly fund balances
- Work with investment consultant and money managers as needed
- Assist in the production and mailing of all fund statements to donor fund representatives
- Assist Executive Director with periodic financial reviews with Finance Committee
- Handle donor and advisor inquiry calls regarding fund balances
- Process, prepare and mail all annual 1099's

REQUIRED KNOWLEDGE AND SKILLS

- Bachelors Degree preferred (or related work experience)
- Associates Degree minimum requirement
- Preferred: Familiarity with the Community Foundation and knowledge of Community Foundation non-profit organizations
- General computer programs and operating system – Windows & Office Suite
- Willingness to learn Pearl and other programs related to the operations of the Community Foundation
- Experience with QuickBooks, general accounting procedures, and bookkeeping
- Not-for-profit experience a plus
- Superior analytical skills
- Exhibit sound judgment with the highest ethical standards
- Able to maintain effective relations with financial institutions, donors, and other stakeholders

20 hours per week/ salary commensurate with experience.