



Employment Opportunity: Finance Associate

Position Title: Finance Associate
Team: Finance/Asset Development
Supports: Director of Finance

To Apply: 1) Thoroughly read Position Summary, Responsibilities, and Job Specifications
2) Send Resume; Cover Letter referencing alignment between experience, education, and job duties; and three (3) references to: nakridge@spcf.org.

POSITION SUMMARY

The Finance Associate is responsible for processing all payments from the Foundation including grants, scholarships, interfund grants, grant expenses, and accounts payable/receivable.

SPECIFIC RESPONSIBILITIES:

Listed below are major duties and responsibilities of this position. It is not designed or intended to cover or contain a comprehensive listing of the activities, duties, or responsibilities of the employee.

FINANCE ADMINISTRATION

- Performs the processing of all accounts payable and grant expense transactions in Business Central, ensuring that all expenses are approved, paid, documented, and electronically filed in a timely and accurate manner.
- Processes payments for Foundation's responsive and proactive grants as well as President's Discretionary grants and generates reports as needed.

FUNDS ADMINISTRATION

- Performs all disbursements from Donor Advised, Component, and Supporting Organization Funds by entering grants, scholarships, and interfunds into AkoyaGo. This also includes scanning documentation for electronic filing and following up with nonprofits with nonprofits to ensure proper use of donor gifts.
- Assists in updating records to maximize the Foundation's donor database and maintains the prospect donor database.
- Manages award committee updates on a regular basis, which includes sending a yearly notice sent to over 700 fundholders for review and inputting those updates into the donor database.
- Researches nonprofits to ensure donor compliance with IRS regulations.
- Cross-trains with the Contributions Manager on gift entry and deposits processing.

ADMINISTRATIVE SUPPORT

- Facilitates the distribution of all AP and grant expense checks.
- Coordinates with the Director of Finance and Staff Accountant to ensure timely check distribution or change in payment status for Donor Advised and Supporting Organization grants as needed.
- Anticipates questions related to accounting/finance and proactively communicates; responds promptly and thoroughly to internal and external inquiries.
- Maintains and oversees all the donor and development fund files and ensures that the filing is organized.
- Handles routine requests for information from fundholders.
- Checks gift entry and posts to Business Central.
- Prepares quarterly statements for Supporting Organizations.
- Assists in special mailings to donors, prospective donors, and professional advisors.
- Implements Awards Committee mailings.
- Assists fundholders with questions involving fund activity.
- Prepare fund agreement packets for prospect meetings.
- Assists the Stewardship Officer with administration of the Foundation's scholarship award process including recordkeeping as scholarship applications are received, data entry of student records and college records, preparing scholarship reports for each high school, etc.
- Collaborates with other staff and departments as a representative of the Finance team as needed.
- Responds to other duties as required.

JOB QUALIFICATION

1. A two- or four-year degree is preferred but not required, with relevant experience.
2. 1-3 years relevant experience in a similar role.
3. High level of computer proficiency. Experience software such as Microsoft Office Suite (Word, Excel, Outlook),
4. Experience with Microsoft Dynamics Business Central and CRM is a plus.
5. Proactive, highly organized with the ability to handle multiple tasks and priorities.
6. Strong time management and communication skills.
7. Social and interpersonal skills to create a pleasant environment for the guests and visitors to the Foundation.
8. Commitment to community service and the environment.
9. Regular and sustained attendance is required.