



taos community foundation

Job Description

Job Title: Finance Associate
Reports to: Foundation Director
FLSA Status: Salaried

The Position:

Responsibilities include accounts payable, donor/grant recordkeeping and building operational support. Ensure that expenses are properly accounted for and that the Foundation meets its financial obligations. Properly maintain related accounts and ensure financial records are organized and accessible. Contribute, along with other members of the team, to the smooth operations of the office by performing the following duties:

Roles Specific to Accounts Payable:

- Perform data entry tasks and assure maintenance of vendor/invoice/grant records
- Perform weekly check runs for accounts payable invoices and grants
- Reconcile and post monthly credit card transactions
- Process monthly recurring invoices
- Provide monthly review of outstanding checks

Roles Specific to Donor / Grant Records:

- Process donor contributions to the organization
- Prepare acknowledgement letters and tax contribution receipts for gifts
- Reviews donor acknowledgement letters for accuracy, special requests and action items that require follow-up as part of donor services
- Assists with the review and production of reports for all donor serviced funds
- Involved in the management of both electronic and physical files related to donor gifts and grant awards
- Assist Finance Team members with entries into financial software and financial reporting

Roles Specific to Building Operations and Other Duties:

- Assist with coordinating services/purchasing with outside vendors including IT, plumbing, maintenance contractors, as needed
- Assist Finance Team members with entries
- Cross-train with other Finance Team members to provide backup support, as needed
- Stay current with Taos Community Foundation (TCF) policies and procedures, nonprofit regulations and software programs used by TCF
- Research and create reports, as needed by staff

Qualifications:

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

Math Ability

- Ability to calculate figures and amounts such as discounts, interest, percentages and fees
- Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations

Reasoning Ability

- Ability to apply common sense understanding to carry out instructions in written, oral or diagram form
- Ability to deal with problems involving several concrete variables in standardized situations

Computer Skills

To perform this job successfully, an individual should have knowledge of Microsoft and Google platforms, especially EXCEL and WORD.

Education:

H.S. Diploma required. Associates Degree (Finance, Business, Accounting, etc.) or 2-4 years related experience and/or training, or equivalent combination of education and experience.

Knowledge, Skills and Other Abilities:

- Strong organizational skills, attention to detail and accuracy in entering and analyzing data
- Strong interpersonal skills and a client-oriented mindset is a must
- Demonstrated ability to work, somewhat independently under the direction of TCF Leadership
- Ability to work on a team
- Ability to work flexibly, prioritize daily workload and complete tasks on a timely basis
- A self-starter with demonstrated initiative
- A desire to learn about or expand knowledge of nonprofit accounting
- Ability to problem solve and present solutions
- Ability to work in an office with strong internal controls and processes
- Proficiency in or ability to learn new software and computer applications

Taos Community Foundation is an Equal Opportunity Employer

To apply, please email a Cover Letter, Resume, and three (3) references to: tmcadams@taoscf.org

Deadline for Application submission is **Friday, August 27, 2021 by 5:00 PM.**