



# ***Taos Community Foundation***

## **Job Description**

<b>Title:</b>	Finance Associate	<b>Code:</b>	<b>NON-EXEMPT</b>
<b>Division:</b>	Finance	<b>Effective Date:</b>	9/23
<b>Department:</b>	Operations	<b>Last Revised:</b>	9/23

### GENERAL PURPOSE

Performs a variety of **working level para-professional accounting duties as needed to expedite efficient and effective day-to-day finance operations related to processing, posting, and reporting of accounting activities, including** revenue reconciliation, bank reconciliation, accounts receivable, accounts payable, donor/grant recordkeeping. Engages in functions to help build operational support.

### SUPERVISION RECEIVED

Works under the general supervision of the Director of Operations.

### SUPERVISION EXERCISED

None.

### ESSENTIAL FUNCTIONS

**Accounts Payable:** Ensure that expenses are properly accounted for and that the Foundation meets its financial obligations; receives daily mail-in and electronic invoices; Perform data entry tasks and assure maintenance of vendor/invoice/grant records; communicates as needed with vendors to insure smooth operations and account management; perform bi-weekly check runs for accounts payable invoices and grants; reconcile and post monthly credit card transactions and all bank statements and send to Finance Director; process monthly recurring invoices; provide monthly review of outstanding checks and follow up with recipients; properly maintain related accounts and ensure financial records are organized and accessible; coordinates with project managers on fiscal sponsorship projects to facilitate and insure timely and efficient invoicing.

**Accounts Receivable:** Performs general accounts receivable functions; prepares billings or claims for services rendered, refunds, etc.; contacts vendors to recover overpayments, etc.; identifies and insures administrative fees are collected and posted; coordinates with project managers on fiscal sponsorship projects to facilitate and insure payments received are correct, logged into the correct funds and distributed timely and accurately; enrolls and maintains access needed for private, state and federal grants administration.

**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, including facilitating donor thank you contacts; 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; manage receipt and inventory of donated artwork; donor and scholarship engagement tracking; assist with disposition of artwork.

**Records and Reporting:** Facilitates record retention and destruction per Foundation policies, state and federal laws; Completes and submits all required financial reports per state and federal grant requirements; completes required training for grant acquisition and reporting.

**Building Operations and Other Duties:** Assist with coordinating services/purchasing with outside vendors including supplies and materials acquisition and building maintenance contractors, as needed; Facilitate bank signatory enrollments for the Foundation; 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; assist team as needed with Council on Foundations Accreditation applications and renewals.

**Internal & External Relations & General Office Functions:** Contributes to the smooth operations of the office; performs day-to-day internal and external "customer" service; provides working level support for special agency projects as needed; Supports arranging reservations and catering; Employee reimbursements; Assists with answering phones and greeting visitors during working hours; assists with keeping the offices clean and organized, trash removal, as needed, etc.

**Special Events:** Assists in coordination, organization, and implementation of special events, including any finance needs related to the event and managing donor systems (e.g.; Pledgelt).

Performs related duties as required.

## MINIMUM QUALIFICATIONS

1. Education and Experience:
  - A. Graduation of high school, plus, two (2) years of specialized training or an associate's degree in accounting, finance, or related field.

AND
  - B. Four (4) years of responsible experience in financial management or accounting;

OR
  - C. An equivalent combination of education and experience.

- ## 2. Knowledge, Skills, and Abilities:

**Working knowledge of** Microsoft Office and Google platforms, especially Google Workspace, Google Drive, Gmail, EXCEL and WORD; general and nonprofit accounting standards and ethics; generally accepted accounting principles established by AICPA and GASB; accounting practices pertaining to reconciliation, accounts receivable, accounts payable, etc.; computer accounting applications; banking systems, including online portals; budgets and contracts.

**Skill in the operation of personal or laptop computer and keyboard, including 10-key functions.**

**Ability to** work well and collaboratively with others; demonstrate a client-oriented mindset; communicate effectively verbally and in writing; calculate figures and amounts such as discounts, interest, percentages, and fees; apply common sense understanding to carry out instructions in written, oral or diagram form; deal with problems involving several concrete variables in standardized situations; establish and maintain effective working relationships with managers, fellow employees, and customers; learn new skills and programs (e.g.: donor management systems such as Community Suite and others); navigate and utilize private, state and federal grants portals. .

3. Special Qualifications:

None.

4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Common eye, hand, finger dexterity required. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and guided problem solving.

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**Disclaimer:** In compliance with the ADA, reasonable accommodation will be considered, upon request, on a case-by-case basis during both the pre-employment process and to accommodate post-employment changes in employee physical abilities. Accommodation decisions will be influenced by the need to prevent "undue hardship" to the agency. The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I \_\_\_\_\_ have reviewed the above disclaimer and job description. Date: \_\_\_\_\_  
(Employee)