



# Taos Community Foundation

## Job Description

|                                 |                             |
|---------------------------------|-----------------------------|
| <b>Title:</b> Finance Associate | <b>Code:</b> NON-EXEMPT     |
| <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.

