



## **POSITION DESCRIPTION**

**Title: Finance Administrator**

**Classification:** Full-time or Part-time Non-Exempt

**Reports to:** CFO

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### **Position Summary**

Under the direction of the Chief Financial Officer and in coordination with the Executive VP & COO, the **Finance Administrator** will perform, review, and oversee the processing of deposits, paying bills, and other accounting functions of the organization. This will include monitoring and analyzing accounting data and producing financial reports or statements.

The **Finance Administrator** is an important part of ECCF's team and is essential in ECCF achieving its organizational goals.

### **Essential Functions:**

#### **Duties and Responsibilities - Accounting:**

- Verify and post gifts; deposit checks in bank account; verify transmittal and recognition in proper fund account.
- Oversee any stock gifts and provide documentation for gift recording.
- Process accounts payable, maintain vendor files, oversee expense and check requests for various funds
- Oversee all entries by back-office provider and check on their work.
- Accurately prepare and review all gift acknowledgment letters and tax receipts
- Review letters to notify patrons of honorarium or memoriam gifts
- Work with Field of Interest Fund advisors to ensure charitable purpose expenditure and reporting needs are met.
- Prepare reports and materials for the Annual Audit, and support as necessary.
- Safeguard compliance with financial/regulatory requirements that apply to 501(c) 3 community foundations.
- Work closely with the Director of Development and Communications and Director of Gift Planning and Advisor Relations to ensure accurate coding of gifts from principle and major donors
- Point of contact for donor and fund holder inquiries
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- Identify opportunities for personalization and reduction of turn-around time

#### **Database Maintenance**

- Maintain the accuracy and integrity of profiles in FIMS. This includes input of information, updates and identifying duplicate profiles
- Periodic audit of records



### **Additional Functions:**

- Maintain confidentiality of Community Foundation affairs in communications, both written and oral.
- Other duties as required or assigned.
- Attend occasional at Foundation events outside work hours.
- Contribute to the development and improvement of systems to effectively track, process and capture data.
- Provide gift processing procedural recommendations, and for liaising with technical vendors to ensure consistent data entry capability.
- Participate in Foundation systems training, professional development, and colleague gatherings.
- Recommend, document, and follow internal processes and practices.

### **Qualifications:**

The following **education requirements** are considered essential:

- Associates Degree in accounting or finance or related work experience
- Data management experience or related activity with proven accuracy and efficiency
- Well-organized, **strong** attention to detail and an ability to prioritize
- Able to work independently as well as part of a team
- Able to handle multiple projects accurately with a high level of productivity
- Microsoft Office proficiency with emphasis in Word, Excel, Outlook and mail merges
- Experience using a donor database, preferably FIMS
- Able to work with and process information in an analytical fashion
- Ability to improve processes in a proactive manner
- Demonstrated ability to use good judgment and to handle confidential information with a level of sensitivity
- Knowledge of and experience in nonprofit accounting is preferred.
- Knowledge of foundations and/or community foundations is a plus.

### **Skills:**

- Understanding of GAAP accounting principles, financial record-keeping, and nonprofit tax filings.
- Strong commitment to the local community and demonstrated cultural competency.

The following **physical and other requirements** are considered essential:

- Ability to lift objects of at least 25 pounds in weight.
- Superior interpersonal skills with the ability to speak with diverse personalities, strong listening skills, negotiating and reasoning skills. Ability to effectively communicate



within and outside the organization.

- Performance that achieves the high standards, integrity, and values of ECCF.

**Effect on End Result:**

- ECCF's financials, letters, and reports are timely and accurate for management and board to use as operational tools.
- ECCF Fundholders have what they need for reporting to manage and thank donors to funds.
- All ECCF donors are recognized accurately and timely for their gifts to the Foundation.

Please send Cover letter and Resume to [HR@eccf.org](mailto:HR@eccf.org).

Essex County Community Foundation ("ECCF" or "the Foundation"), provides equal employment opportunities to all employees and applicants for employment without regard to race, creed, color, religion, sex, sexual orientation, gender identity or expression, ethnicity, national origin, age, physical or mental ability, pregnancy, height, weight, veteran status, military obligations, or marital status, or any other category protected under applicable federal or state law.

In addition, Essex County Community Foundation complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.