



## POSITION DESCRIPTION

**Title: Finance/Accounting and Administrative Assistant**

**Classification:** Full-time Non-Exempt, **Reports to:** Assistant Controller

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## About ECCF

In its 23rd year, Essex County Community Foundation (ECCF) inspires philanthropy across the 34 cities and towns in Essex County, Massachusetts. We do this in three ways: 1) Managing and investing donor's charitable assets to achieve philanthropic goals; 2) Strengthening and supporting local nonprofits with the knowledge and financial resources needed for local impact; 3) Bringing cross-sector organizations and leaders together to invest in "systems-change" work that addresses social issues in our region.

With over \$125 million in charitable assets, the Foundation advises fund/donor advisors on giving strategies to reach their philanthropic goals and maximize their impact. Our family of 275 (and growing) charitable funds delivers over \$12 million in grant funding annually.

ECCF has experienced significant growth in the last five years, proving there is real need and opportunity in the regional charitable giving sector. The ECCF team of staff and volunteers work collaboratively, and with great enthusiasm, to deliver on its goals of helping donors fulfill their giving goals and bringing lasting change in their communities.

With a strategic plan driving the growth and impact of the organization (<https://www.eccf.org/about>), ECCF believes our communities thrive when we have: successful schools and students; safe, clean and green neighborhoods; strong job and economic opportunities; vibrant arts and culture experiences; and healthy people. Further, we recognize that collective thriving requires us to be aware of and tackle longstanding inequities, so are committed to becoming an equitable and inclusive organization in all we do.

Learn more here: <https://www.eccf.org/our-work/>

## Position Summary

The **Finance/Accounting and Administrative Assistant** will perform, manage, and oversee the Administrative Functions of the Finance department. This will include activities related to accounts payable, donations, financial reporting and general office duties that help ensure a well-run Foundation. You will be following, creating, and enforcing proper methods, policies, and principles.

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



## **Essential Functions:**

### **Accounting/Finance**

- Oversee expense and check requests
- Prepare vendor invoices for accurate processing
- Oversee accounts payable entries by back-office provider
- Assist in verifying and posting gifts; depositing checks in bank account; verify transmittal and recognition in proper fund account; confirm appropriate documentation
- Accurately review all gift acknowledgment letters and tax receipts
- Safeguard compliance with financial/regulatory requirements that apply to 501(c) 3 community foundations
- Additional contact for donor and fund holder inquiries
- Serve as support person to Fund Administrator
- Identify opportunities for personalization and reduction of turn-around time
- Filing, copying, and mailing as needed

### **General Administrative Support**

- Create a friendly and welcoming atmosphere as support to the receptionist for incoming calls and visitors
- Other support to receptionist as needed

### **Database Maintenance**

- Maintain vendor and fund files in Foundation database
- 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
- Attend occasional at Foundation events outside work hours and assist when needed
- 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
- Other duties as required or assigned

## **Qualifications:**

- Associates Degree in accounting or finance OR related work experience



- Database 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
- 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
- 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.