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**Position:** Administrative Associate

**Reports to:** Vice President of Finance and Administration

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### **Position Description**

The Administrative Associate advances the mission and vision of the Community Foundation by assisting with day-to-day financial operations, contributing to accurate record-keeping and integrity of financial data, and supporting donor engagement and stewardship through gift processing and collaboration with the Development Team. This position also provides administrative and clerical support to ensure smooth operation of the office operations, including assisting with day-to-day tasks and maintaining an organized, efficient, and welcoming work environment. This role is part of the Finance and Administration Team and, primarily through data systems work and office administration, also connects with and supports Communications, Development, and Community Impact Teams.

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### **Key Responsibilities**

#### **Finance Operations**

- Assist with accounts payable and accounts receivable, including data entry and processing.
- Maintain accurate financial records and filing systems.
- Support monthly, quarterly, and annual financial reporting processes.
- Assist with bank reconciliations and monitoring cash flow.
- Prepare and process journal entries as directed.
- Provide administrative support for audits and compliance requirements.
- Support component fund management, including producing quarterly fund reports.
- Complete bank deposits.

#### **Data Systems + Development Support**

- Assist with data management processes as directed, such as creating, updating, and cleaning individual, household, and organizational profiles.
- Assist with organization-wide data reporting as directed to support Finance and Admin, Communications, Development, and Community Impact Departments.
- Perform regular data audits and duplication cleaning, supporting strong data integrity across the organization.
- Utilize and enhance data systems to produce letters, reports, and mailing lists.

- Maintain required documentation and record keeping in compliance with record retention policies, including supporting transition to electronic records when possible.
- Process donations and complete gift entry and acknowledgement processes in Community Suite.
- Collaborate with Development Team to support alignment of gift processing and development goals to support effective donor engagement and stewardship.

### **Office Administration**

- Assist with maintaining office supplies inventory and facilities maintenance.
- Assist with office management, such as supporting scheduling and meetings held in the office, calendars for shared spaces, and logistics for external or Board meetings as directed.
- Support data entry, filing, and record-keeping for organizational and office-related documents.
- Greet visitors and answer phone calls, directing inquiries to the appropriate staff.
- Manage incoming and outgoing mail and deliveries.
- Assist in organizing office events and staff activities as assigned.
- Ensure common areas are tidy and well-maintained.

### **Skills and Experience**

#### **Required**

- Two or more years of relevant professional experience.
- Experience with basic accounting functions, including accounts payable and receivable, journal entries, and bank reconciliation, and familiarity with general ledger system and financial reporting processes.
- Ability to maintain accurate record-keeping, strong understanding of document management, and ability to maintain confidentiality.
- Experience working with CRM or donor-database systems and data management skills, including data entry and analysis and maintaining data hygiene and structure.
- Proficiency with Microsoft Office Suite (Excel, Word, Outlook) and cloud-based tools.
- Strong general computer literacy and ability to learn new systems quickly.
- Strong analytical, attention to detail, and organizational skills.
- General office administration and time-management skills, with ability to manage multiple priorities.
- Excellent verbal and written communications skills.
- Ability to work collaboratively across cross-functional teams (i.e. finance, development, communications, and community impact/grantmaking).
- Self-directed with ability to manage tasks and make decisions independently and ability to remain flexible and adapt to support daily operational needs and priorities as they change or emerge.

#### **Preferred**

- Previous experience in nonprofit finance or fund accounting.

- Knowledge about and passion for philanthropy, place-based giving, and community impact.
- Experience with processing donations, gift entry and acknowledgements, and an understanding of donor relations or development processes.
- Experience with Community Suite or similar community foundation software.

### **Compensation, Benefits, and Workplace**

- All employees of the Foundation are employed on an at-will basis.
- This is a full-time, hourly position (30-37.5 hours per week); compensation is anticipated to be \$26/hour.
- Hours are generally 8:30am – 5pm with occasional evening work.
- The Foundation offers a flexible work environment as much as possible, including a hybrid approach. This position’s responsibilities will primarily require in-person work with opportunity to work remotely based on workflow demands at various times.
- If the candidate is moving from outside of the five-county region, a relocation stipend of \$1,000 will be offered.
- Paid time off includes:
  - 12 paid holidays for full-time employees including the option for two floating holidays to be used in lieu of a named holiday.
  - Three weeks (112.5 hours) of paid vacation annually.
  - Two weeks (75 hours) of sick time annually.
  - Eight weeks of paid parental leave.
  - Paid time off on Friday afternoons from Memorial through Labor Day.
- Benefit plan includes:
  - Health Insurance Plan (including vision and dental) through Blue Cross Blue Shield that is cost-shared between the Foundation and the employee.
  - Employer selected and paid Short-term Disability, Long-term Disability, and Life Insurance.
  - 403(b) Defined Contribution Retirement Plan with a Foundation contribution of 8% of the employee’s salary (no match required) with an optional additional contribution that can be made by the employee.
  - Optional Flexible Spending Account Plan that can be funded by payroll deduction on a pretax basis and reimburse employees for dependent and medical care expenses.
- For more information on compensation, benefits, and workplace policies, please see our full Personnel Guidelines.

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*The Foundation follows an equal opportunity employment policy and employs personnel without regard to race, creed, color, ethnicity, national origin, religion, sex, sexual orientation, gender expression, age, physical or mental ability, pregnancy, veteran status, military obligations, and marital status. This policy applies to hiring, internal promotions, training, opportunities for advancement, and terminations.*

*Black, Indigenous, and people of color, immigrants, women, LGBTQ+, and people with disabilities are strongly encouraged to apply. Reasonable accommodations will be provided upon request for those with disabilities.*