



**Position:**        **FINANCE ASSOCIATE**

**Description of Position:**        The Finance Associate will join a dynamic, community-minded team in a full-time, exempt, staff position. This position plays an integral role in ensuring our community partners – both donors and nonprofits - receive excellent financial stewardship with the Foundation. Primary responsibilities include processing gifts accurately and efficiently during the Old Bill's and Tin Cup event seasons and throughout the year, and ensuring that gifts, payments, and donor data is accurate.

**Reports To:**    Chief Financial Officer

**Primary Duties and Responsibilities:**

***Gifts:***

- Prepare and process deposits, delivering to the bank as needed.
- Utilizing data entry standards of the Community Foundation, enter and update donor profiles for gifts made to the Community Foundation.
- Enter donations into accounting Foundation software. Review the donations as completed for accuracy, follow-up with donors to resolve any questions, and generate excel reports to facilitate further review.
- Prepare appropriate acknowledgement letters in a timely manner and troubleshoot issues related to entry or delivery, should they arise.
- Utilizing standards of the Foundation, ensure that documentation for deposits and donations is received and appropriately filed.
- Identify opportunities to streamline or improve current gift entry processes and implement improvements in partnership with Finance Officer.

***General Accounting:***

- Enter accounts payable on a bi-monthly basis, ensuring the invoices are approved and accurately recorded. Troubleshoot discrepancies with vendors as needed, ensuring that costs incurred by the Foundation are error-free and authorized. Maintain supporting documentation for expenses and mail out payment in a timely manner.
- Maintain vendor files to ensure required support is received for annual 1099 filings.
- Prepare and file annual 1099 filings.
- Reconcile bank accounts monthly. Investigate any differences through supporting internal documentation and through discussions with bank representatives, as needed. Follow-up on outstanding payments to ensure checks are cashed in a timely manner.
- Upload payment support for positive pay verification in bank portal.



## Community Foundation

OF JACKSON HOLE

- Identify opportunities to streamline or improve current accounting processes and implement improvements in partnership with the Finance Officer.

### ***Other:***

- Serve as a visible, professional representative of the organization
- Serve as a contributing member to our broader staff culture, engaging fully in staff meetings, retreats, and team builders

### **Our Ideal Candidate:**

- You are detail oriented and have strong organizational skills and you like tracking down something that doesn't quite make sense.
- You have a keen ability to prioritize and multitask.
- Accounting principles are your guide, and you have 2+ years of accounting, finance, and/or data entry work experience.
- You have top-notch computer skills, and solid aptitude in word processing, spreadsheets, and database systems.
- Your written and spoken interpersonal and communication skills are professional and warm.
- You enjoy working cooperatively with colleagues, supervisors, volunteers, grantees, and donors to achieve a vital mission.
- You're passionate about the Jackson community and get excited about making an impact locally.
- You're flexible and adaptable and you enjoy making other people's lives easier.

### **Values:**

The Community Foundation of Jackson Hole is a values-driven organization. We seek candidates who embody our core values:

- **Community:** We foster authentic relationships built on integrity, mutual respect, and inclusivity. We are committed to meeting the evolving needs of our community to sustain a vibrant Jackson Hole.
- **Collaboration:** Together we approach every experience and partnership as an opportunity to learn and invest in each other. We nurture a collaborative and safe environment for all to encourage meaningful change.
- **Connection:** We believe in connecting generosity with opportunity. To build a bridge from passion to purpose. We lead by understanding needs first, then by action and innovation so that cause can meet contribution.



## Community Foundation

OF JACKSON HOLE

- **Compassion:** We offer trust and compassion. We support the unique value, circumstances, and perspectives of individuals and organizations. We are mindful of our influence.
- **Curiosity:** We open our minds to possibility. In everything we do, we are active listeners, seeking understanding so that we can improve and adapt to new ideas.

### **The Environment:**

The Community Foundation of Jackson Hole has a mission of improving lives through philanthropic leadership. This includes acting as a leader, catalyst, and resource for our community. We make grants, provide excellent donor services, and ensure the sustainability of our philanthropic community. We do these things well because we listen hard to our community. We have committed to opening our minds to possibility. Our team is smart and flexible but that is not as important to us as our desire to create a supportive environment where we can make meaningful change. We talk things through and then we innovate and take action. We believe in integrity, mutual respect, and inclusivity. If this resonates, we've been waiting for you.

**The Community Foundation of Jackson Hole is an equal opportunity employer. We encourage applications from individuals of any race, religion, color, national origin, sex, gender identity, gender expression, disability, age, veteran status, and/or any other legally protected group.**

**Starting Salary:** \$70,000 + full benefits

### **To Apply**

Submit the following to [careers@cfjacksonhole.org](mailto:careers@cfjacksonhole.org) by February 23<sup>rd</sup>:

1. a cover letter outlining why you're a great fit for the role
2. your resume
3. three professional references, including at least one direct supervisor