



Community Foundation

OF JACKSON HOLE

Position: FINANCE ASSOCIATE

Description of Position

The Finance Associate will join a dynamic, community-minded team in a full-time, exempt staff position. This role is integral to the Foundation's financial operations, ensuring that donors, nonprofit partners, and vendors receive accurate, timely, and service-oriented stewardship. Primary responsibilities span gift and grant processing and general accounting functions, including accounts payable, bank reconciliation, and tax compliance. The Finance Associate plays a visible role in powering one of the region's most beloved philanthropic events, Old Bill's Fun Run, while supporting the Foundation's year-round financial operations. This role operates with a high degree of independence within established policy, exercising sound judgment across day-to-day financial functions.

Reports To: Chief Financial Officer

FLSA status: Exempt

Duties and Responsibilities:

➤ **Gift & Grant Processing:**

- Evaluate and update donor profiles for gifts made to the Community Foundation, utilizing data entry standards of the Foundation.
- Enter donations and grants into accounting software. Review completed entries for accuracy; follow up team and donors if necessary to resolve any questions, and generate Excel reports to facilitate further review.
- Prepare and process deposits, delivering to the bank as needed; ensure documentation for deposits and donations is received and appropriately filed.
- Prepare appropriate acknowledgement letters in a timely manner and troubleshoot issues related to entry or delivery, should they arise.
- Process stock donations throughout the year; ensure the stock donation tracker is updated regularly and that documentation is received and appropriately filed.

➤ **General Accounting:**

- Enter accounts payable on a bi-monthly basis, ensuring invoices are approved and accurately recorded. Independently investigate and resolve discrepancies with vendors, escalating only when policy thresholds require Finance Officer to review. Maintain supporting documentation for expenses and mail out payments in a timely manner.



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- Maintain vendor files to ensure required support is received and emails are recorded for annual 1099 filings and delivery.
- Prepare and file annual 1099 filings.
- Upload payment support for positive pay verification in the bank portal. Reconcile positive pay and ACH exceptions as they arise.
- Reconcile bank accounts monthly. Investigate differences using supporting internal documentation and discussions with bank representatives, determining when discrepancies require escalation versus self-resolution. Ensure outstanding payments are cashed in a timely manner.
- Identify opportunities to streamline or improve current accounting processes and implement improvements in partnership with the Finance Officer.

➤ Other:

- Uphold Foundation values in all professional settings and interactions, serving as an ambassador for the organization both internally and in the community.
- Collectively work with the Finance team to address and remediate errors, approaching donor-related matters with a service-oriented, donor-first mindset.
- Serve as a contributing member of our broader staff culture, engaging fully in staff meetings, retreats, and team builders.
- Perform other duties as assigned.

Qualifications:

- You are detail oriented, organized, and self-directed, with a demonstrated ability to prioritize competing demands, identify discrepancies, and exercise sound judgement in resolving them independently.
- 2+ years of accounting, finance, and/or data entry experience is preferred, along with a demonstrated ability to apply those principles independently in a fast-paced environment.
- 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.

Key Competencies

CFJH uses a structured competency framework to assess candidates and support employee development. Key competencies for this role include taking initiative, accountability & integrity, critical thinking & problem solving, and effective communication.



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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.
- **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.

Starting Salary: \$72,000 + full benefits

To Apply

Submit the following to careers@cfjacksonhole.org by April 12th:



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- a cover letter outlining why you're a great fit for the role
- your resume
- three professional references, including at least one direct supervisor (references will not be contacted until advanced stages of the interview process)

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.