Position: FINANCE ASSOCIATE

The Whitefish Community Foundation is looking for a dynamic individual to join our Community Foundation team. The Foundation is focused on promoting philanthropy and helping philanthropic individuals connect with projects and programs that will make an impact in our community. The Foundation organizes several events each year, including the Great Fish Community Challenge campaign that benefits over 60 local nonprofit organizations.

An individual that is passionate about community service will fit in well with the Community Foundation team. We are looking for an individual that enjoys working in a fast-paced environment and is detail oriented. The right individual will be someone who desires a fulfilling job that really makes a difference in the community. The Whitefish Community Foundation is one of the fastest growing community foundations in the state of Montana. For more information about the Whitefish Community Foundation visit whitefishcommunityfoundation.org.

Description of Position:
The Finance Officer is a part-time, staff position (possible fulltime position) whose primary responsibilities are to work as an integral part of the finance team processing gifts and grants, supporting internal accounting needs, supporting the administration of Great Fish Community Challenge, and ensuring the office runs smoothly.

Hours: Typical hours of operation 9:00 AM to 3:00 PM

Compensation: Salary range $22 to $25 Hourly Rate, PT 32 Hours Week and benefits package (possible Fulltime position) with paid vacation and HRA program. Participation in retirement savings plan upon anniversary.

Reports to: Chief Financial Officer and Chief Executive Officer

Closing date: Open until filled

Submit resume and cover letter by email: daria@whitefishcommunityfoundation.org or mail P.O. Box 1060, Whitefish, MT 59937

Primary Duties and Responsibilities:
- Gifts:
  - Process contributions received by the Foundation and prepare appropriate acknowledgement letters in a timely manner
  - Enter and update donor profiles for gift entry
  - Maintain donor database and profile maintenance
  - Prepare donor recognition and mailing lists
- Programs:
Process Advised Grants, Donor Directed and internal grants to nonprofit organizations

Accounting:
- Manage the Great Fish Community Challenge gift processing, fund profiles, and set up new funds in database system.
- Prepare and distribute annual fund statements
- Process all filing (including A/R, gift records, fund holder correspondence, and grant checks) and manage annual document archiving and purging
- Assist with fixed asset tracking
- Process vouchers
- Reconcile funds and assist with balance swaps
- Assist with annual audit and tax return preparation

General office and clerical duties, including answering phones when necessary
- Other duties as assigned
- Create and maintain fund records, including set up in Community Suite and filing/recording of fund agreements and related documents.
- Support CFO and CEO as needed.
- Support staff members in achieving the overall purpose of the organization.
- Serve as a professional representative of the organization.

Skills/Experience Required:
- Minimum of an Associate’s Degree required, BA/BS preferred or equivalent job experience.
- Strong organizational skills, attention to detail, ability to prioritize and work independently.
- Strong computer skills, including word processing, spread sheets and database systems and ability to learn specialized nonprofit management software.
- Solid understanding of basic accounting and data entry skills.
- Ability to exercise good judgment and solve problems independently.
- Excellent written and verbal communication skills.
- Flexibility: able to adjust activities and priorities and take on new responsibilities.
- Ability to work cooperatively with colleagues, supervisors, volunteers, grantees and donors.
- Intense commitment to the mission and work of the Whitefish Community Foundation.
- Impeccable moral and ethical standards and conduct.