

COMMUNITY FOUNDATION OF NORTHERN ILLINOIS
JOB DESCRIPTION

FINANCE ASSOCIATE

Reports To: Controller

Work Week: 40 Hours/Week

Primary Purpose

The Finance Associate is responsible for the processing and posting of financial transactions to CFNIL's general ledger. The Finance Associate ensures that; financial transactions are accurate and compliant with legal and regulatory standards and CFNIL policy, routine accounting processes are executed consistently and on a timely basis; and that all component funds and ledger accounts reconcile and balance. This position is highly process oriented, requiring a solutions-oriented individual who can prioritize and multi-task, maintaining a high level of customer services among external and internal constituents.

Principal Duties and Responsibilities

- Ensures the accurate posting of contributions, accounts receivable and cash receipts to deposit accounts, preparing and mailing accompanying tax receipts, acknowledgement letters and other correspondence.
- Coordinates with Donor Services to identify and report donor activity that pertains to existing development initiatives, or merits further engagement activities.
- Processes and posts accounts payable and electronic payments, submitting for necessary approvals and including substantiating documentation.
- Posts and distributes grant checks, coordinating with Grantmaking to ensure necessary correspondence and grant agreements are enclosed.
- Ensures electronic records of transaction related correspondence and substantiating documentation are attached to the appropriate records in the Foundation's accounting software.
- Posts adjustments to investment asset accounts and maintains annual schedule of investment asset roll forward.
- Prepares bank deposits and monthly account reconciliations.
- Prepares routine and ad hoc financial reporting tasks for internal and external audiences, including quarterly fund statements.
- Maintains fund records in the Foundation's accounting software, creating new funds, inactivating closed funds, and performing routine fund configuration review and analysis as necessary.

Core Competencies:

- Superior organizational skills and attention to detail. Ability to prioritize work effectively and adjust to competing priorities.
- Highly motivated and self-confident, with the ability to work independently, take initiative, participate as an effective team member, and follow tasks through to completion.
- High level of proficiency with Microsoft Office suite - especially Word, Excel, PowerPoint, and Outlook.

- Ability to work with objectivity and confidentiality.
- Ability to master and troubleshoot CFNIL's suite of software products (Foundant Community Suite, Foundant GLM and Foundant SLM). Prior database experience is a plus.

Requirements:

- Two-year degree or equivalent experience working in an administrative, data entry or accounting position. Prior accounting experience or education is preferred.
- Experience using business software applications to process transactions and generate financial reporting.
- The position requires the use of standard business equipment including computers, copiers, printers, and mailing equipment.

Disclaimer

- This description should not be construed to contain every function or responsibility that may be required to be performed by an incumbent in this job classification. This job description is intended to be general and will evolve over time. The description is subject to periodic updating. At management's discretion, the employee may be assigned different or additional duties from time to time.

Compensation & Benefits

- Salary range for this position is \$41,500 - \$45,000 annually. CFNIL offers a competitive benefits package, including medical, dental, vision, and disability insurance as well as the ability to participate in an employer sponsored retirement program. As this position is full time, it will accrue time off benefits as well.

To apply, email a resume and cover letter to info@cfnil.org

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The Community Foundation of Northern Illinois is an equal opportunity employer.