

# COMMUNITY FOUNDATION OF CENTRAL ILLINOIS

## Job Description

<b>Job Title:</b>	Financial Assistant	<b>Date:</b>	July 8, 2021
<b>Department:</b>		<b>Schedule:</b>	28 Hours Per Week
<b>Position Status:</b>	Part-time	<b>FLSA Status:</b>	Non-Exempt
<b>Supervisor:</b>	CEO	<b>Supervisory Responsibilities:</b>	No

**Position Objective:** The Financial Assistant works closely with the CEO and other staff in executing responsibilities to help fulfill the vision, mission, and objectives of the Community Foundation of Central Illinois (CFCI). Working in collaboration with outsourced accounting partner Greater Horizons, key responsibilities include, but are not limited to, processing grant requests, accounts payable, preparation of bank deposits, and distribution of acknowledgement letters and donor fund statements. As the main point of contact, the Financial Assistant develops and maintains strong and trusted relationships with fundholders and donors through timely and accurate communications.

### Essential Duties/Responsibilities

- Greet and welcome guests, answer phones, take messages and refer calls to appropriate staff members.
- Serve as principal Foundation contact for all inquiries from fund holders, donors, audit firms, vendors, investment account custodians, financial advisors, and Greater Horizons.
- Oversee the processing and record keeping of all grants and gifts.
- In collaboration with Greater Horizons, oversee donation receipting and acknowledgement letters.
- Oversees the preparation of bank deposits to local bank, monthly preparation of Network for Good and Qgiv online deposits, and the corresponding transmittals to Greater Horizons.
- Ensure proper fiscal management for all funds in compliance with their establishing documents and/or other gift agreements reached with donors at the times the gifts were made.
- Audit and Tax Returns – Serve as liaison to Greater Horizons and CPA firm by collecting required financial records and reports for the audit and tax returns.
- Oversee distribution of quarterly donor fund statements, as produced by Greater Horizons.
- Coordinate processing of donated stock or other non-cash contributions according to policy.
- With Greater Horizons, oversee annual available-to-grant calculation process.
- Distribute spending calculations to scholarship selection and distribution committees for fall and spring grant cycles.
- Oversee all aspects of CFCI’s “external scholarships” process, including working directly with scholarship selection committees, recipients, and post-secondary educational institutions.

### Information Technology

- Be proficient in operating the Foundation Information Management System (FIMS).
- Assist with preparing financial reports for the CEO, Executive Committee, Board of Directors, Audit & Finance, and Investment Committees, or for CFCI publications.

- Maintains accurate profile records in FIMS according to procedures and ensures consistent data entry.

### **Special Projects**

Assist with the planning and coordination of special events, including the CFCI Annual Meeting, Legacy Society Reception, Investment Update Meeting, and Scholarship Reception.

### **General**

- Attend CFCI staff meetings and applicable CFCI board/committee meetings.
- Attend professional training, conferences and meetings as needed.
- This position will be required to occasionally travel within the area to attend meetings. This position may require occasional evening or weekend work.
- This position entails working with office equipment including, but not limited to, computer workstation, printer/copier/scanner/fax machine, postage machine, and A/V equipment.
- Assist with all CFCI events.
- Adhere to the policies and procedures of CFCI.
- Other duties as assigned by the CEO.

### **PERSONAL QUALIFICATIONS**

- At least three years related work experience required, preferably in the accounting, financial or nonprofit sectors.
- Highly organized, detail oriented, and able to manage multiple projects simultaneously.
- Excellent verbal and written communication skills
- Superior analytical skills.
- Computer proficiency with excellent database management skills.
- Be a “problem solver”.
- Not-for-profit experience a plus.
- Familiarity with and commitment to the greater-central Illinois community.
- Good judgment/discretion/ability to maintain confidentiality with the highest ethical standards.
- Effective at relationship building with diverse groups.
- Strong commitment to customer service.
- Exceptional oral and written communication skills.
- Strong work ethic.

### **PHYSICAL REQUIREMENTS**

Sitting, standing, walking, and lifting. Acute verbal, hearing and visual senses required for communication. Work environment includes various locations in office and public. Manual dexterity and visual capability to use computer, audio/visual and general office equipment. May include lifting and carrying up to 30 pounds. Upon request, reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

<b>Approvals</b>	
<b>CEO Approval:</b> _____	<b>Date:</b> _____
<b>CEO Name:</b> _____	
<b>I have read and understand this job description and understand all it contains, especially the requirements, essential functions and duties of this position.</b>	
<b>Employee Signature:</b> _____	<b>Date:</b> _____
<b>Employee Name:</b> _____	

The above job description reflects the general requirements necessary to perform the principal functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future, and may be amended by the management as appropriate, with or without notice.