



**Community Foundation for Southern Arizona  
Tucson, Arizona  
Gifts and Grants Finance Associate**

<b>Position</b>	<b>Gifts and Grants Finance Associate</b>
<b>FLSA Status</b>	Non-Exempt, Full Time
<b>Reports To</b>	Chief Financial Officer
<b>Organization Profile</b>	CFSA was founded in 1980 and is a leading organization in Southern Arizona for effective philanthropy and the primary knowledge center and strategic resource for donors and the nonprofit community in the region. Our purpose is to create an equitable and vibrant community for all Southern Arizonans.
<b>Position Purpose &amp; Overview</b>	Reporting directly to the Chief Financial Officer, the Gifts and Grants Finance Associate position is responsible for gift processing, grant distributions, vendor invoices, various general ledger entries in the CFSA database, and other tasks as assigned by the CFO.
<b>Duties &amp; Responsibilities</b>	<ul style="list-style-type: none"> <li>• Process internal and external grant requests in timely manner, including via online donor portal, data entry in the grants application of the database, vetting of grantee IRS 501(c)(3) status, and generation of grant letters</li> <li>• Data entry of received gifts into database and communication of same to internal interested parties</li> <li>• Process recurring pledge and manual donor credit card contributions</li> <li>• Bank statement reconciliation and accounting for CFSA pooled investment accounts</li> <li>• Participate in Donor Fund Statement review and mailing process. Help ensure that statements are accurate and sent in a timely manner</li> <li>• Review gift letters generated from Philanthropic Services department for accuracy</li> <li>• Written and verbal communication with grantees and donors as needed</li> <li>• Accounting for pledges and allowances</li> <li>• Maintain electronic gift and grant record filing system</li> <li>• Data entry of vendor invoices and review of account coding (to include monthly corporate credit card activity)</li> <li>• Maintain annual Arizona Corporation Commission filings</li> <li>• Review and post certain payroll entries</li> <li>• Data entry of annual CFSA budget into database</li> <li>• Assist in various annual audit items (to include items related to gifts, grants, vendor invoices)</li> <li>• Track in-kind gift/expense activity</li> <li>• Track prepaid assets and generate monthly general journal entries</li> <li>• Maintain petty cash</li> <li>• Rebalance cash accounts on a quarterly basis</li> <li>• Interface with project funds on events from a Finance perspective</li> <li>• Other duties as assigned by the CFO</li> </ul>

<b>Qualifications and Skills</b>	<p>The Gifts and Grants Finance Associate must have knowledge and skills as follows:</p> <ul style="list-style-type: none"> <li>• Three or more years of experience with knowledge of non-profit accounting rules</li> <li>• Use of Microsoft products (to include Word, Excel, Access, Outlook)</li> <li>• Correct English usage, including spelling, grammar and punctuation</li> </ul> <p>The Gifts and Grants Finance Associate must demonstrate the following skills:</p> <ul style="list-style-type: none"> <li>• Donor relationship skills, understanding donor needs, problem solving and aptitude for fostering positive relationships</li> <li>• Excellent organizational skills, including the ability to prioritize tasks</li> <li>• Ability to maintain confidentiality</li> <li>• Willingness and ability to work cooperatively with others</li> <li>• Must always project a professional image in person and on the phone to internal and external callers</li> <li>• Attention to detail and high level of accuracy</li> <li>• Excellent oral, written and listening skills</li> <li>• Commitment to creating an inclusive atmosphere where differences are understood, valued and respected; an understanding and appreciation of the diversity found within southern Arizona including the ability to work with all individuals regardless of race, color, gender, sexual orientation, sexual identity, age, religion, marital status, disability, national origin and military status.</li> </ul>
<b>Ancillary/Preferred Skills</b>	<ul style="list-style-type: none"> <li>• Education equivalent to a Bachelor's Degree or Associate's Degree in accounting</li> <li>• Experience with database and other standard software to create complex documents and materials requiring the interpretation and manipulation of data.</li> <li>• Nonprofit accounting experience</li> </ul>
<b>General</b>	<p>The above statements are intended to describe the general nature and level of work being performed by an employee assigned to this job. This is not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel incumbent in this position.</p>
<b>Americans with Disability Specifications</b>	<p><u>Physical Demands</u>  The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.  While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.</p> <p><u>Work Environment</u>  Work environment characteristics described here are representative of those</p>

	<p>that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <p>While performing the duties of this job, the employee is usually not exposed to weather conditions prevalent at the time.</p> <p>The noise level in the work environment is usually moderate.</p>
<b>Compensation</b>	To be determined based on qualifications and experience.
<b>At Will Relationship</b>	This document does not create an employment contract, implied or otherwise, other than an "at will" relationship which means that either you or CFSA may terminate the relationship at any time, with or without notice, and with or without cause.
<b>Last Updated</b>	08/03/2020