

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

<b>Position</b>	<b>Grants Finance Associate</b>
<b>FLSA Status</b>	Non-Exempt, Full Time, Hourly
<b>Reports To</b>	Accounting Manager
<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.
<b>Position Purpose &amp; Overview</b>	Reporting directly to the Accounting Manager the Grants Finance Associate position is primarily responsible for the processing of grant distributions.
<b>Duties &amp; Responsibilities</b>	<p><b>The Grants Finance Associate will have the following responsibilities:</b></p> <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, generation and mailing of grant letters</li> <li>• Maintain electronic grant record filing system</li> <li>• Written and verbal communication with grantees and donors as needed</li> <li>• Handle agency fund grant reinvestments or distributions</li> <li>• Assist in various annual audit items, in particular items related grants</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>• Other duties as assigned by the Accounting Manager</li> </ul>
<b>Qualifications</b>	<p>The Grants Finance Associate must have knowledge and skills as follows:</p> <ul style="list-style-type: none"> <li>• Two or more years of experience with database input</li> <li>• Use of Microsoft products (to include Word, Excel, Access, Outlook, Adobe)</li> <li>• Correct English usage, including spelling, grammar, and punctuation</li> <li>• Non-profit experience, particularly with the grant issuance process, a plus</li> </ul> <p><b>The Grants Finance Associate must demonstrate the following skills:</b></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>• Ability to efficiently work in both a remote and in person working environment</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</li> </ul>

	individuals regardless of race, color, gender, sexual orientation, sexual identity, age, religion, marital status, disability, national origin and military status.
<b>General</b>	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.
<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.</p> <p>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 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>	12/15/2021

I have read and understand this explanation and job description and have received a copy for my personal records.

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Date