



5049 E. Broadway Blvd., Suite 201, Tucson, AZ 85711
Office 520-770-0800 Fax 520-770-1500 cfsaz.org

Position	Finance and Gifts Associate t
Department	Finance
FLSA Status	Full Time, Exempt
Reports To	Accounting Manager
Location	The position is located in Tucson, Arizona. As a place-based organization, the selected candidate is expected to reside in Southern Arizona.
Organization Profile	<p>Founded in 1980, the Community Foundation for Southern Arizona has supported Southern Arizona with over \$215 million in grants and scholarships, stewarding the philanthropic legacy of our community's generous donors and increasing the breadth and depth of resources available to nonprofit organizations in our region.</p> <p>The impact we make is a collective one, with funds held by individuals, families, and businesses with unique interests, ideas, and passions. Our work touches every aspect of daily life, including animal welfare, arts and culture, community development, education, environment, health and human services, and more.</p> <p>In addition to the support provided to Southern Arizona nonprofits through donor-advised grants and competitive grantmaking, CFSAs also partners with nonprofits through its Center for Healthy Nonprofits and offers beautiful and affordable office, meeting, and event space at its centrally located Community Foundation Campus.</p>
Position Purpose & Overview	Reporting directly to the Accounting Manager, the Finance and Gifts Associate position is responsible for gift processing, vendor invoices, monthly bank reconciliations, various general ledger entries in the CFSAs database along with other tasks as assigned by the Accounting Manager.
Duties & Responsibilities	<p>The Finance and Gifts Associate will have the following responsibilities:</p> <ul style="list-style-type: none">• Data entry of received gifts into database and communication of same to internal interested parties.• Process recurring pledges and manual donor credit card contributions• Maintain electronic gift record-filing system.• Written and verbal communication with donors regarding gifts as needed.• Data entry of vendor invoices and review of account coding (to include monthly corporate credit card activity).• Maintain electronic vendor invoice filing system.• Bank statement reconciliation and accounting for select accounts.• Participate in Donor Fund Statement review and mailing process.• Accounting for pledges and allowances and other select general ledger accounts.• Assist in various annual audit items related to gifts and vendor invoices.• Track in-kind gift and expense activities.• Interface with project funds on event gift activity from a Finance perspective.• Other duties as assigned by the Accounting Manager.

Experience, Knowledge, and Skills	<p>The Finance and Gifts Associate must have knowledge and skills as follows:</p> <ul style="list-style-type: none"> • Education equivalent to an Associate Degree in Accounting or three or more years of bookkeeping experience. • Use of Microsoft products (to include Word, Excel, Access, Outlook). • Correct English usage, including spelling, grammar, and punctuation. • The Finance and Gifts Associate must demonstrate the following skills: • Donor relationship skills, understanding donor needs, problem-solving, and aptitude for fostering positive relationships. • Excellent organizational skills, including the ability to prioritize tasks. • Ability to maintain confidentiality. • Willingness and ability to work cooperatively with others. • Must always project a professional image in person and on the phone to internal and external callers. • Attention to detail and a high level of accuracy. • Excellent oral, written, and listening skills. • 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.
Ancillary/ Preferred Skills	<ul style="list-style-type: none"> • Experience working with databases and other standard software. • Nonprofit accounting experience.
General	<p>We know there are great candidates who will not fit everything we have described above or who have important skills we have not considered. If that's you, do not hesitate to apply and tell us about yourself.</p> <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>
Americans with Disability Specifications	<p><u>Physical Demands</u></p> <p>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>



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	<p><u>Work Environment</u></p> <ul style="list-style-type: none">• 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.• While performing the duties of this job, the employee is usually not exposed to weather conditions prevalent at the time.• The noise level in the work environment is usually moderate.
Compensation	<p>The salary range for this position is \$45,000 to 52,000, commensurate with experience.</p> <p>The Community Foundation for Southern Arizona offers an outstanding total rewards package to meet employees' health and wellness needs, promote professional development and career growth opportunities, recognize performance, and provide retirement resources.</p> <p>CFSAs offers full-time employees:</p> <ul style="list-style-type: none">• 401(k) retirement plan with employer match. Eligible after 90 days with full vesting, with CFSAs contributing 4% of salary immediately and matching up to 4% more after one year, for a total potential match of up to 8%.• Health insurance: CFSAs covers 80% of the employee premium and 50% of all dependent coverage costs under the base plan.• Dental and vision insurance: CFSAs covers 90% of the employee premium.• Life, accident, death, and disability insurance: CFSAs covers 90% of the employee premium.• Long-term disability insurance: CFSAs covers 90% of the employee premium.• Nine paid holidays and twenty days of paid time off in year one.• Paid family leave.• Beautiful, modern, art-filled campus and other amenities.• A flexible work environment that supports a healthy work/life balance and hybrid work options
How to Apply	<p>To apply, please email your cover letter and resume to Emily Chavez at echavez@joyfuljobs.org</p> <p>Please put "CFSAs Finance and Gifts Associate" in the subject line of your email.</p>