

<b>Position</b>	Finance Associate
<b>Department</b>	Finance
<b>FLSA Status</b>	Full Time, Non-Exempt, Hourly
<b>CFSA Grade</b>	13
<b>Reports To</b>	Accounting Manager
<b>Location</b>	The position is located in Tucson, Arizona. As a place-based organization, the selected candidate is expected to reside in Southern Arizona.
<b>Organization Profile</b>	<p>Founded in 1980, the Community Foundation for Southern Arizona has supported Southern Arizona with over \$260 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, CFSA 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>
<b>Position Purpose &amp; Overview</b>	The Finance Associate reports directly to the Accounting Manager and is primarily responsible for processing grant distributions.
<b>Duties &amp; Responsibilities</b>	<p>The Finance Associate will have the following responsibilities:</p> <ul style="list-style-type: none"> <li>• Process internal and external grant requests, including those submitted via the online fund advisor portal. Activities include data entry in the grant application of the database, vetting of the grantee's IRS 501c3 status, and generating and mailing grant letters.</li> <li>• Process annual designated grants.</li> <li>• Process interfund grants.</li> <li>• Maintain electronic grant record filing system.</li> <li>• Provide timely written and verbal communication with grantees and donors as needed.</li> <li>• Handle agency fund reinvestments or distributions.</li> <li>• Assist in various annual audit items, including maintaining grants payable schedules and pulling backup documentation.</li> <li>• Participate in the Donor Fund Statement review and mailing process. Assist CFO and Community Investments team with annual grant budget.</li> <li>• Interface with supporting organizations and project funds on grant activity from a Finance perspective.</li> <li>• Report to internal and external stakeholders from a grant perspective, including grant reports for CFSA Board meetings.</li> </ul>

	<ul style="list-style-type: none"> <li>• Other duties as assigned by the Accounting Manager.</li> </ul>
<p><b>Experience, Knowledge, and Skills</b></p>	<ul style="list-style-type: none"> <li>• Education equivalent to an Associate Degree in Accounting or three or more years of bookkeeping experience.</li> <li>• Use of Microsoft products (including Word, Excel, Access, Outlook), and Adobe Acrobat.</li> <li>• Correct English usage, including spelling, grammar, and punctuation.</li> <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>• Excellent time management skills, including the ability to work in a fast-paced environment.</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, via email, and on the phone to internal and external stakeholders.</li> <li>• Attention to detail and high level of accuracy.</li> <li>• Excellent active listening skills, as well as verbal and written communication skills.</li> <li>• Ability to work effectively 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 individuals regardless of race, color, gender, sexual orientation, sexual identity, age, religion, marital status, disability, national origin, and military status.</li> </ul>
<p><b>Preferred Experience, Knowledge, and Skills</b></p>	<ul style="list-style-type: none"> <li>• Nonprofit experience, particularly with the grant issuance process.</li> </ul>
<p><b>General</b></p>	<p>We know some great candidates will not fit everything we have described above or who have important skills we have not considered. If that's you, please 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 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>
<p><b>Americans with Disability Specifications</b></p>	<p><u>Physical Demands</u></p> <ul style="list-style-type: none"> <li>• 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 these essential functions.</li> <li>• 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;</li> </ul>

	<p>talk or hear; taste or smell. The employee must occasionally lift and 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></p> <ul style="list-style-type: none"> <li>• 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 these essential functions.</li> <li>• While performing the duties of this job, the employee is usually not exposed to weather conditions prevalent at the time.</li> <li>• The noise level in the work environment is usually moderate.;</li> </ul>
<p><b>Compensation</b></p>	<p>The salary range for this position is \$48,000 to \$54,000, commensurate with experience.</p> <p>CFSA offers full-time employees:</p> <ul style="list-style-type: none"> <li>• 401(k) retirement with employer match. Eligible after 3 months of full employment with full vesting, with CFSA contributing 4% of salary and matching up to 4% more upon establishment of the account, for a total potential match of up to 8% with 4% guaranteed.</li> <li>• Health insurance: CFSA covers 80% of the employee premium and 50% of all dependent coverage costs under the base plan.</li> <li>• Dental and vision insurance: CFSA covers 90% of the employee premium.</li> <li>• Life, accident, death, and dismemberment insurance: CFSA covers 100% of the employee premium.</li> <li>• Short-term and long-term disability: CFSA covers 100% of the employee premium.</li> <li>• Ten paid holidays, twenty days of paid time off in year one (increases with additional years of service), and one day of paid community volunteerism.</li> <li>• Paid family leave.</li> <li>• Beautiful, modern, art-filled campus and other amenities.</li> <li>• CFSA promotes a flexible work environment that supports a healthy work/life balance and hybrid work options.</li> </ul> <p>This is a summary of current CFSA benefits and eligibility and may change over time.</p>
<p><b>How To Apply</b></p>	<p>Email your cover letter and resume to <a href="mailto:hr@cfsaz.org">hr@cfsaz.org</a>. Please put "Finance Associate" in the subject field.</p>