



**COMMUNITY FOUNDATION OF WASHINGTON COUNTY  
JOB DESCRIPTION: FINANCIAL ASSISTANT**

REPORTS TO: Executive Director  
SUPERVISOR: No  
AS OF: 7.1.21  
CLASSIFICATION: Part Time  
FLSA STATUS: Non-Exempt

**GENERAL SUMMARY:**

The Financial Assistant works directly with the Executive Director on the financial and accounting activities of the Foundation, following established policies and procedures to ensure accountability and adherence to laws and best practices. Working with the Executive Director, the position is responsible for financial and bookkeeping services preparing financial analysis, income and expense reports and budgets and reporting.

This position reports to the Executive Director of the Community Foundation of Washington County.

**ESSENTIAL JOB FUNCTIONS:**

- With the Executive Director, develops annual budget for Board of Trustees approval
- Monitors performance to annual budget
- With the Executive Director, prepare for and assist with annual financial audit
- Processes acknowledgements for gifts to the Foundation in compliance with IRS rules
- Reconciles all bank and investment accounts monthly
- Records all receipts and generates necessary thank you letters
- Coordinates payroll disbursements bi-weekly
- With the Executive Director, compiles and generates monthly financial reports to distribute to the Board of Trustees
- Creates with Executive Director annual fund statements for fund advisors
- Creates all checks for signature by Executive Director, as part of CFWC division of duties.
- As part of a professional, dedicated staff, be willing to perform other duties as needed to further the mission, needs and policies of the Foundation.

## **QUALIFICATIONS:**

The ideal candidate will have experience as a CPA or book-keeper, as well as experience in managerial accounting and working with nonprofit organization. In addition to a four-year degree from a college or university, the successful candidate will:

- Be a person of integrity and vision with strong financial management skills;
- Have demonstrated success at fiscal management and accountability;
- Have passion for philanthropy, community service and our community;
- Enjoy working in a team environment where independent thought and innovation expression is welcomed;
- Be an organized self-starter capable of working with supervision;
- Have proven business and organizational skills;
- Have experience and familiarity with accounting rules and practice;
- Possess excellent verbal and written communication skills, including the ability to listen;
- Be proficient in working with Quickbooks for Nonprofits;
- Have excellent computer skills and ability to learn new software;
- Receive information and advice readily;
- Have a strong work ethic with an enthusiastic approach to work;
- Previous experience working with grants and reporting to a grant agency is a plus.