



# Northern New York Community Foundation

120 Washington Street, Suite 400  
Watertown, New York 13601  
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Title: Finance Coordinator  
Reports to: Executive Director  
Status: Regular, Full-Time

**POSITION DESCRIPTION SUMMARY:** The Finance Coordinator has primary responsibility for the day-to-day accounting and financial reporting for the Foundation. The goal of the Finance Coordinator is to assure the overall integrity of the Foundation's financial systems and reporting and applying accounting principles and procedures to analyze financial information, prepare accurate and timely financial reports and statements and ensure appropriate accounting control procedures.

## **PRIMARY RESPONSIBILITIES:**

### **-The day-to-day accounting and financial functions of the Foundation**

- a. Directly supervise and manage workflow of finance function, providing guidance and support in the areas of fiscal operations, accounting procedures, and technical accounting standards.
- b. Oversee daily operational processes including cash receipts, disbursements and general ledger postings.
- c. Issues checks for grants, scholarships, operational expenses, and gift annuities.
- d. Prepares complete payroll and related statements, forms and reports.

### **-Financial records management**

- a. Maintain integrity of general ledger including review and posting of all entries.
- b. Maintain the accuracy of financial data.
- c. Track daily activity in bank accounts to monitor cash flow. Make sure funds are available for daily cash presentation and excess cash is invested.

### **-Investment records management**

- a. Prepare monthly reconciliation for main investment pool and all information for changes in the investment pool, such as changes in investment managers, capital calls, investment of excess cash on hand and withdrawals for cash requirements
- b. Summarize and record monthly investment account activities. Maintain, monitor, and update funds' investment pool information.
- c. Prepare and submit quarterly investment survey to Council on Foundations
- d. Monitor receipt and sale of stock gifts while keeping other staff informed.

### **-Fund management**

- a. Develop and maintain an expertise in Microedge (FIMS) software, monitoring funds (open/close), general ledger structure, codes and accounts.
- b. Prepare and maintain FIMS reports used for quarterly fund statements, internal financial statements and others as needed.
- c. Review, investigate and resolve questions or inquiries of donors, fund representatives, nonprofit partners, co-workers.

### **-Internal financial reporting**

- a. Prepare monthly internal Financial Statements for management review including: analysis of variances from budget and prior periods; verification of workpapers from other staff members; and timely submission to senior staff.

- b. Perform monthly roll forward of investment manager accounts and allocation of pool income, gains (losses) to ensure equitable allocation and accounting to funds.
- c. Perform allocation of fund administrative fees.

**-Annual external audit**

- a. Assist with the management and coordination of the Foundation's annual financial audit by an independent external auditor. Provide schedules, documents and files to the executive director for review, and then provide same to the auditors in a timely manner. Coordinate audit requirements and timeline and act as liaison to auditors.
- b. Coordinate the preparation of year-end financial statements and related footnote disclosures. Assist in preparation and filing of the 990 tax return.
- c. Assist external auditor preparation of Form 990 and all related workpapers.

**-Annual budget**

- a. Works closely with Executive Director and other appropriate staff to develop the annual Budget. When approved the Controller has primary responsibility for operating budget accounting and will monitor operating performance against budget and provide analysis of variances of actual to budget.

**-Policies, procedures and internal control**

- a. The Finance Coordinator has primary responsibility for preparation and maintenance of the accounting manual, and supports the internal control environment through oversight and contribution of ideas in conjunction with Executive Director. Work with Executive Director to develop and update financial policies, procedures and internal controls to insure accuracy and timely reporting.
- b. Work with the Executive Director in maintaining and administering employee benefit programs along with associated records and reports.

**-Board Relations:** Assist the Executive Director in providing staff support to committees of the Board of Directors as appropriate. Coordinate, attend and document Audit and Investment Committee meetings, and other meetings, as requested.

**-Systems Oversight:** Maintain Foundation accounting software including coordinating upgrades, conversions, or implementing software module additions and related training.

**-General:** Assist staff in other departments with financial issues and questions. Work as a member of intra-departmental teams as appropriate, to ensure the effective and efficient operations of the Foundation. Participate in foundation-sector groups as appropriate.

**QUALIFICATIONS:**

-Deep interest in and commitment to the work of the Foundation, with a demonstrated passion for people, places and organizations of Northern New York, its people and their needs and concerns.

-3 years of accounting experience, preferably in a nonprofit or foundation accounting environment. Thorough knowledge of GAAP and FASB topics as they apply to nonprofits.

-Degree in accounting required.

-Successful managerial experience in leading a team and mentoring /coaching staff.

-These duties require a solutions-oriented individual who can prioritize and multi-task, maintaining a high level of customer service among external stakeholders as well as Foundation Board members and staff.

-Excellent interpersonal, verbal and written communication skills. Excellent listening skills, follow through and problem-solving abilities.

-Excellent organizational skills and attention to detail. Ability to prioritize work effectively and adjust to multiple demands. Experience in creating realistic project budgets, cash flow projections and time lines.

-Proficiency in computerized accounting systems, mastery of MS Office applications. Knowledge of FIMS and PG Calc software preferred.

-Operating in a small office environment, highly motivated and self-confident self-starter, with the ability to work independently, take initiative, participate as an effective team member and follow tasks through to completion.

**SALARY**

Dependent on experience.

**HOW TO APPLY**

Please submit a cover letter and resume, which must include salary history and requirement, to: Executive Director, Northern New York Community Foundation, 120 Washington St., Suite 400, Watertown, NY 13601.