



*Position Description*

## Finance and Administrative Associate

### **FOUNDATION FOR APPALACHIAN OHIO**

The Foundation for Appalachian Ohio (FAO) is a regional 501(c)(3) community foundation with a mission to create opportunities for Appalachian Ohio's citizens and communities by inspiring and supporting philanthropy. As a community foundation, the core administrative function of FAO's work is the stewardship of charitable funds, grants and endowments – the effects are transformational changes to ensure a region abundant with possibilities.

### **POSITION OVERVIEW**

The Finance and Administrative Associate will support the record-keeping and information management of FAO. This includes entering data into FAO's information management system and maintaining paper and electronic files. The position will support all facets of FAO's finances, including grants and scholarships, investments, invoicing, accounts payable, gifts receivable, pledges receivable, general ledger, and audit preparation record-keeping.

Additionally, the Finance and Administrative Associate will provide back up support to office reception, as well as stewardship of programs and activities.

### **SUMMARY OF RESPONSIBILITIES**

- **Accounting** – maintain records of investment activity, deposits, and invoices. Prepare vouchers for expenses and mail checks, including those for vendors, grantees, and partners.
- **Data Entry** – enter data associated with a variety of financial transactions, including accounts payable, gifts receivable, pledges receivable, general ledger, and grant and scholarship-associated information.
- **Filing** – maintain organized files, including those associated with Foundation activities, grant reports, investments, and invoices.
- **Prospect Research** – provide support in researching potential prospects and creating a strong pipeline of information on new and current donors. Prepare briefing and compile materials in support of development meetings, including thorough research and relevant community background in a tightly distilled fashion.
- **Stewardship** – back up support to office reception, including phones, bank runs and deposits. Prepare and mail acknowledgement letters, updating and maintaining associated electronic files and records.
- **Program** – provide administrative support to FAO's programs, to include preparation and distribution of materials, compilation for committee review, and general support to recordkeeping and file maintenance.

- **Other Duties as Assigned** – FAO is a small, team-oriented organization and all staff members are involved in a variety of tasks and asked to contribute to various office and mission-related tasks.

### **NECESSARY QUALIFICATIONS AND CHARACTERISTICS**

- General knowledge of and experience with accounting principles and procedures
- Experience in use of technology and ability to learn new technologies quickly
- High accuracy of data entry, attention to detail and competency in Microsoft Office products is required; experience with Foundation Information Management System (FIMS) is highly desired
- Trustworthy and a self-starter, able to work independently with strong judgment and a high aptitude for organizing tasks, managing time, and prioritizing projects

#### *Abilities of all FAO Team Members*

- Juggle multiple tasks – flexibility and the ability to shift activities based on priorities
- Exercise sound, thoughtful and mature judgment in dynamic environment, with many new relationships constantly being developed
- Manage projects independently, use proactive communication on status of projects, and be strategic and effective in bringing other team members into projects as appropriate

### **OTHER DETAILS**

- Part-time position to start – 20 hours a week, with the ability to grow to full-time
- Reports to FAO's Controller
- Salary commensurate with experience.

### **APPLICATION**

If you are interested in applying for this position, please send a cover letter and resume to [info@ffao.org](mailto:info@ffao.org). We regret that we are not able to personally respond to each individual candidate, and will contact you if we would like to set up an interview.