**BERKSHIRE TACONIC COMMUNITY FOUNDATION**

800 Main Street, Sheffield, MA 01257 | (413)229-0370

**JOB DESCRIPTION**

|  |  |
| --- | --- |
| **TITLE:** Finance Assistant | **ACCOUNTABILITY:** Controller |
| **DEPARTMENT:** Finance | **STATUS:** Exempt |

**Organizational Overview**

Since 1987, Berkshire Taconic Community Foundation (BTCF) has strengthened our region through philanthropy and leadership. We channel generosity where it is needed, bringing together resources and passion to tackle pressing issues and create lasting change. BTCF initiatives help advance foundation priorities and build equity and inclusion in our communities. We offer donors, nonprofits and community groups the tools and expertise to achieve their philanthropic vision and goals.

BTCF serves over 60 communities across a four-county region encompassing Berkshire County, Mass., northwest Litchfield County, Conn., and Columbia County and northeast Dutchess County in New York.

Like most community foundations, BTCF offers a variety of fund types that allow donors and community groups to build charitable resources and make grants and other awards over time to achieve their philanthropic goals. BTCF has also proactively established funds to address a specific issue in our region or to develop permanent charitable resources to serve a set of communities. This has resulted in the creation and growth of 11 area funds, 33 educational enrichment funds that serve every public school district in our region, and special initiatives to address regional challenges, such as the shortage of high-quality early childhood programs and affordable housing options.

In total, BTCF manages more than 550 funds totaling nearly $200 million in combined assets that together make over $10-20 million in grants and other awards each year. BTCF is a learning organization that embraces a culture of high performance, transparency and flexibility. All staff participate in professional development activities on an ongoing basis and work cooperatively as a team, respectful of one another, the volunteer board that guides our work, and the nonprofits and donors who are our vital partners in improving lives around the region.

**JOB SUMMARY:**

The Finance Assistant will provide support within the Finance Department. This position will be responsible for not only supporting and assisting within the department, but also maintaining the integrity of the financial information for the organization. They will provide support to the Staff Accountant (SA) and Controller by performing distinct general accounting and administrative functions for BTCF. Additionally, they will share responsibility for a large volume of incoming and outgoing transactions, ensuring attention to detail and accuracy.

The Finance Assistant supports the smooth operations of the foundation through accurate recording and documenting of financial transactions, maintaining and analyzing records, providing survey and financial reporting, and undertaking special projects that support our financial operations. This position brings a positive attitude, experience, as well as a desire to learn and improve our processes.

**ESSENTIAL JOB FUNCTIONS:**

 **Accounting, Financial Reporting and Data Management**

1. Prepares daily electronic bank deposits and assists with donor identification of contributions
2. Process accounts payable and grant payments for BTCF, ensuring weekly payments are made in a timely manner, along with maintaining vendor records
3. Manages credit card payment process by collecting receipts, preparing monthly statements and getting staff/manager signatures.
4. Review outstanding checks monthly for voiding and re-issuing; learning the re-issuing process for A/P and grants
5. Assists with account reconciliations and prepares journal entries, as requested
6. Perform due diligence on grants to individuals, run checks, processes grants between foundation funds
7. Review and post Stock gifts and wires with information from Bank custodian.
8. Assist in preparing capital calls and other investment documents for approval.
9. Assists with preparation of materials for the annual audit and 990 tax filing
10. Completes surveys and maintains data for monthly and quarterly dashboard reports, learning InfoGram to create dashboard presentations utilizing data provided by SA
11. Print and send monthly reports to Management Team.
12. At year end, analyze data, confirm information and assist the SA in preparing accurate 1099’s
13. Updates procedures and recommends improvements to financial processes

**Other**

1. Helps maintain department projects and timelines and maintains, updates and distributes compliance check list for the Finance Team
2. Provides shared back-up to Administrative Coordinator role during vacations and other absences
3. Other duties as assigned

**QUALIFICATIONS:**

1. Assistant or bachelor’s degree in business, accounting or financial management
2. Two years’ experience in a related or comparable position; nonprofit experience preferred
3. Experience in working with databases and financial information, including reporting and data analysis, as well as demonstrated proficiency with Microsoft office.
4. A positive attitude and desire to work with a team to provide high quality services.
5. Able to process many transactions accurately.
6. Experience in AP, AR and GL accounting.
7. Comfortable learning new technology and using software programs.
8. Well organized and at ease multiple deadlines in a fast-paced environment
9. Desire to learn and improve processes.

**WORKING ENVIRONMENT / PHYSICAL DEMANDS:**

1. Requires extended periods of working on a computer; extended periods of sitting; and frequent sitting to standing motion
2. May include minimal lifting; not to exceed 25 pounds
3. May include frequent walking through office to include small flights of stair

**COMPENSATION AND BENEFITS**

Berkshire Taconic Community Foundation is an equal employment opportunity employer. We encourage applications from people with diverse backgrounds and experiences.

Starting salary is $43-47,000, negotiable based on experience.

We offer competitive benefits, including:

* 403(b) retirement plan with employer contribution
* Generous paid vacation and sick time
* Health, dental, and life insurance
* Hybrid work model
* Opportunities for professional development

# How to Apply

Please submit your cover letter and resume to hr@berkshiretaconic.org with the subject line, Application for Finance Associate, followed by your name.

Review of applications begins on April 15th and will continue on a rolling basis until the position is filled.