Finance Associate

Do you have an eye for numbers, enjoy process-oriented work, and want to be part of an organization making a positive difference in our community?

The Community Foundation is looking for a new Finance Associate to do just that.

Why we are hiring a Finance Associate:
With the upcoming retirement of our current Finance Associate, we are looking to hire a new team member to help us continue to provide the best possible services to our community. This person plays a critical role in core financial processes for the foundation, an area of work that has grown considerably in recent years. Over the last decade, our donor funds base has grown from 431 to 689 funds, resulting in $14.2 million in annual gifts (240% increase since 2011) and $10.5 million in annual grants (264% increase since 2011) for the year ended 2021. This position works closely with our Finance and Development teams to provide timely and accurate reporting both internally and externally to donors and nonprofit partners. The Finance Associate position is an integral part of our Finance department that provides support to the Director of Finance, but also works independently with many vendors and donors.

The Finance Associate position is full-time. A minimum of Mondays, Wednesdays, and one additional business day per week are spent on-site in the office, leaving up to two days of remote work flexibility. Meetings are held in-person and virtually. This team member will report to, and work closely with, our Director of Finance.

The mission of the Community Foundation of the Holland/Zeeland Area (CFHZ) has two parts: building and managing a permanent philanthropic endowment dedicated to ensuring the Holland/Zeeland area continues to thrive and providing services to local donors to help them achieve their charitable giving goals. Both involve a significant amount of philanthropic dollars coming in and out of the organization. The Foundation has nearly 700 charitable funds which collectively have $120 million in assets. We continue to see record high new gifts and are equally proud that we’ve seen record high levels of grants back into the community at the same time. It is an exciting time to serve at the Community Foundation.

How you would spend your time:

- **50%** - Processing all gift donations via check, credit card and wire transfer. Prepare bank deposits and entry of gifts into database. Provide deposit report(s) of gifts to President/CEO and Director of Finance for approval and posting in database. Generate gift receipt letters in timely manner for all donations and verify database records are accurate for donor(s). Perform RSVP tracking of annual events for Finance Director and VP of Development.
- **20%** - Manage payments of all invoices by assigning accurate coding and timeliness of checks issued. Prepare monthly employee credit card reconciliations by obtaining all receipts, assigning correct accounting codes, and issue payments to credit card vendor. Issue weekly grant checks and coordinate entry of Community Endowment grants into database.
- **5%** - Process semi-monthly payroll, maintain PTO balance tracking, issue payments for appropriate taxes, benefits, and quarterly Federal Unemployment Tax reporting.
- **5%** - Coordinate annual renewal of health and dental benefits and be the HR point of contact for employees.
- **20%** - Assist Director of Finance with quarterly fund statements, monthly bank reconciliations, monthly Board packets, annual financial statement audit, and any daily finance-related requests.
To be successful in this role, you need:

- An associate degree in finance or related field, or comparable previous work experience
- A strong balance of people/relational skills and project management capacity
- Extensive computer knowledge including Excel and database management
- Ability to maintain sensitive information in confidence
- Strong written and verbal communication skills
- Ability to work autonomously and as part of a team
- To be highly detail-oriented, accurate, and organized
- To be reliable and punctual with minimal last-minute schedule changes
- IT experience a plus
- To want to have a positive impact on the Holland/Zeeland area

How you will be compensated:

- Full time, 40 hours per week, $45,000 annual salary
- Paid time off: 20 days per year, plus 10 holidays and 7 half day summer Fridays
- Employee health, vision, and dental benefits (CFHZ pays 80% of premiums for employees), family coverage also available
- Employee assistance program for mental health counseling
- Simple IRA account with 3% employer match
- Individual professional development budget of $500
- Constant sense of fulfillment from spending your days helping steward financial resources for the betterment of our community

Why you might want to work with us:

We love the work that we do in Holland/Zeeland, and it shows. We’re certain you’ll enjoy being part of positive action, as the Community Foundation continues to be involved in just about every community-improvement project and initiative in town. Located in the heart of downtown Holland, our home base is a beautiful office condo in the Plaza East Building on 8th Street. We are looking for the right person to join our talented and dedicated team who will share our commitment to excellence, integrity and building strong relationships with those we serve. We’re also proud to have been recognized as “Good for Employees” by Local First! Ask our staff, and they’ll tell you there’s nothing better than using your time and talents to help make Holland/Zeeland the best place it can be.

Interested in pursuing this opportunity further?

Send an email to info@cfhz.org by Friday, May 20. With your email, include a resume and cover letter. In your cover letter, specifically address your ability and interest in managing all facets of the Finance Associate position and how it is a good fit for you.

All are welcomed and encouraged to apply. The Community Foundation of the Holland/Zeeland Area (CFHZ) will provide equal employment opportunity and not unlawfully discriminate on the basis of race, creed, color, national origin, sex, age, disability, marital status, sexual orientation, gender identity, citizenship status, religion, height, weight, veteran status, genetic information, pregnancy, or any other status protected by law.