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.

**Our Mission:** CFHZ seeks to ensure that our community thrives today, tomorrow, and forever by building our Community’s Endowment to support high impact charitable projects, helping donors achieve their charitable goals, and leading and partnering in community-level initiatives.

**Our Vision for a Thriving Community:** We envision a fully thriving community where all who live or work in the Holland/Zeeland area equitably experience: physical, mental, and emotional health and safety; financial stability; high quality education; access to opportunities to achieve one’s full potential; and a sense of belonging – are respected, valued, connected and have a voice in community decisions.

**Why we are hiring a Finance Associate:**
Our current Finance Associate is moving out of the area and we are looking to hire a new person to help us continue to provide the best possible services to our community. This individual 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 446 to 725 funds, resulting in $19.8 million in annual gifts (340% increase since 2013) and $11.0 million in annual grants (197% increase since 2013) for the year ended 2022. 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 an on-site, full-time position. This team member will report to, and work closely with, our Director of Finance.

**How you would spend your time:**

- **40%** - 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.
- **10%** - Enter grant requests on a weekly basis and issue checks for payment.
- **15%** - 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.
- **10%** - Process semi-monthly payroll, maintain PTO balance tracking, issue payments for appropriate taxes, benefits, and quarterly Federal Unemployment Tax reporting. 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.
- **5%** - Provide phone and front door backup support to front office staff.
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
- To want to have a positive impact on the Holland/Zeeland area

How you will be compensated:

- Full time, 40 hours per week, $47,000 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 26. 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.