



## **Finance Associate**

### Job Description

**Department:** Finance

**Position Type:** Part-Time with benefits (30 hours/week)

**Reports to:** Director, Finance

Central Carolina Community Foundation (CCCF) is a public foundation, located in the heart of Columbia's Bull Street District, with assets of \$200+ million and an active and varied grants program of more than \$15 million annually. We are dedicated to promoting, increasing, and facilitating philanthropy across 11 counties in the Midlands of South Carolina. Our role as a catalyst for philanthropy, a community builder, collaborator, and provider of grants and scholarships continues to grow. The Finance Associate plays an important role on the Foundation team working to advance the Foundation's mission to improve the quality of life in the Midlands region.

### **Job Summary**

Reporting to the Director, Finance, the Finance Associate plays an integral role in assisting with Grants management for Donor Advised, Designated, and Agency Funds and provides administrative support to the Foundation. They will also assist the Finance area with some of their duties.

This position requires an individual who can prioritize and multi-task while maintaining a high level of client service and attention to detail with exceptional accuracy. Exceptional organizational skills, excellent interpersonal skills, independent decision-making skills, technology prowess, and diplomacy and tact are additional key qualities of a successful candidate.

### **Responsibilities**

#### **Grants Management for Donor Advised, Designated, and Agency Funds**

- Receive and process donor advised grant recommendations, maintain electronic records, perform new grantee due diligence, and ensure timely communication to donors and nonprofits
- Ensure grant payment by compiling, verifying, and submitting documentation to the Finance Team
- Ensure the correct acknowledgement letter template is assigned to each grant and update as needed
- Communicate with Foundation donors via phone, email, and in person, to answer inquiries regarding their grantmaking to ensure proper stewardship and understanding of the process
- Oversee ongoing fundholder portal access and related fundholder questions

#### **Administrative Support**

- Record incoming checks and distribute mail to the appropriate areas.

#### **Operational Support**

- Enter and acknowledge donations and send tax letters
- Assemble Account Payable and Grant checks with award letters for mailing
- Organize and maintain documents and files



- Maintain relationships with vendors and contacts for all office and equipment maintenance
- Answer all phone calls and greet visitors when necessary

### **Finance Support**

- General Ledger account reconciliations
- Generate Fund statements for constituents
- Other duties as assigned

### **Data Base Support**

- Assist with managing the donor portal and maintain open communication with donors
- Research and update constituent records as needed for returned mail

The Finance Associate is a mission-driven individual with a commitment to philanthropy, community, collaboration, and equity. They demonstrate initiative, diplomacy, and exceptional attention to detail. They work collaboratively with the entire CCCF team in service to our Board of Trustees, fundholders, nonprofits, and community at-large, always supporting the Foundation's mission and values.

### **Ideal Qualifications**

- Bachelor's degree; Associate's degree or equivalent work experience
- Excellent computer skills, including proficiency with Microsoft Office and Outlook; general database management experience preferred  
(Experience with Foundant-Community Suite software a plus)
- Demonstrated administrative and organizational skills
- Ability to manage multiple projects and be flexible to changing priorities
- Ability to approach situations and challenges with a sense of humor
- Exceptional customer service and interpersonal skills
- Exceptional attention to detail and superb organizational skills
- Ability to anticipate needs and prioritize; good "peripheral vision"
- Ability to problem-solve and constantly improve grantmaking and other procedures
- Willingness to collaborate and work with a team
- Demonstrated commitment to diversity, equity, inclusion, and access at the individual, organization, community, and institution levels
- Able to approach situations and challenges with a sense of humor and a positive outlook

This position may require occasional weekends and/or extended workdays

### **Salary & Benefits**

- A team-oriented, performance excellence culture
- A fantastic, collaborative work environment
- A generous benefit package including medical, dental, vision, STD/LTD, life, and retirement benefits.
- Salary Range: \$26-\$28/hour



**Deadline to Apply**

September 15, 2023

**Contact**

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For more information about Central Carolina Community Foundation, please visit our website:

<http://www.yourfoundation.org>

*Every staff employed by the Foundation is expected to possess honesty, integrity, professionalism, politeness, and courteousness; high energy and a positive attitude; a dedication to quality and accuracy; an ability to work well with co-workers, especially in a small office; an ability to fulfill their job requirements with minimal supervision; good oral and written communication skills.*

*Central Carolina Community Foundation is an equal opportunity employer. There is no discrimination with regard to hiring, assignments, promotion or other conditions of staff employment because of race, creed, color, religion, veteran status, national origin, age, sex, marital status, sexual preference or a disability not pertinent to the assigned job. Central Carolina Community Foundation uses E-Verify to verify employment eligibility of everyone they hire.*