



The Community Foundation  
Serving Riverside and San Bernardino Counties

## **Finance Associate/Prospect Researcher**

Full-Time, Non-Exempt

*Reports To:*

### *Summary Description*

The Finance Associate/Prospect Researcher is a full-time 40 hours per week permanent non-exempt position. This position is primarily responsible for maintaining necessary financial information and assisting the Controller with financial statements and reports. In addition this position is responsible for researching and identifying individual, corporate and outside foundation prospects to support the foundation's advancement efforts.

### *Responsibilities:*

The Finance Associate is responsible for working closely with the Controller and assisting in the financial responsibilities of the Foundation.

The Finance Associate reports directly to the Controller. Key responsibilities include:

- Posting cash receipts/gifts, and maintaining gift records for the Foundation's constituents.
- Maintaining accounts payable: posting invoices and running checks.
- Posting donor requests and grants payable. Running checks associated with these requests (as needed)
- Preparing and making timely bank deposits.
- Preparing monthly bank reconciliations and other ledger reconciliations as assigned.
- Maintaining monthly budget reports and cash transfers for project grant Funds.
- Maintaining petty cash for office.
- Assisting the Controller of the Foundation in preparing budgets, monthly financial statements, quarterly Donor statements, and year-end financials for audit.
- Other duties as assigned and appropriate for this position.

### *Basic Functions – Prospect Research*

- Conducting research on current individual, corporate, and foundation prospects; identifying key prospects for cultivation and engagement by TCF.
- Extrapolating and verify information, then evaluating, organizing and editing the data into comprehensive standard report forms. Work with development staff to incorporate strategy into research reports.

- Improving and adding information to the prospect files, through reading and clipping local and national publications. Forwarding useful information to appropriate development staff.
- Searching news, biographical, financial, business and foundation databases; exploring new database opportunities, and attending training sessions.
- Other special research projects as assigned by VP of Development.

Qualifications:

- Minimum two-year accounting degree or equivalent experience.
- A commitment to the Community Foundation's mission, purposes, and values.
- An ability to think broadly, critically, and conceptually to improve and enhance the general operation of the Foundation.
- Experience communicating effectively, orally, and through written word.
- Computer skills and proficiency with general accounting software.
- Knowledge of standard reference/information sources and library skills; ability to read and interpret financial, technical, and trade documents, and journals, including annual reports, real property files, and court records.

Personal Characteristics Required:

- Good listening skills, with respect and sensitivity to the interests of donors, grant seekers and grantees.
- Good analytical skills; self-disciplined and a skilled self-starter; meticulous attention to detail and accuracy.
- A sense of team spirit and common purpose; ability to work with diverse people to reach consensus and get the job done.
- Ability to work under pressure to meet deadlines; ability to analyze and prioritize assignments; also must judge the amount of time to spend for the expected outcome, according to the importance of a project and the type of information needed.
- Ability to maintain confidential information in an appropriate manner; ability to use judgment in the wording and inclusion of pertinent and sensitive information.

Starting Salary:

\$18-\$22 per hour.

**Benefits.:**

Medical, dental, vision and retirement benefits commensurate with TCF staff and policy.

**Organizational Background:**

The Community Foundation is a 501(c) 3 public benefit corporation created for and by the people of Riverside and San Bernardino Counties. Its mission is to enhance the quality of life in the communities it serves. The Foundation was started in 1941 by a local banker who established an endowment for scholarships. Over the years, the Foundation has adopted a broader focus, funding programs in health and human services, arts and culture, civic benefits, and a variety of other causes. The Foundation accomplishes its goals by partnering with philanthropic individuals, community leaders and the nonprofit sector. The Foundation builds permanent endowments, makes prudent grants for charitable causes, serves as a catalyst to solve community concerns, and is working to strengthen the nonprofit organizations in the region. The Foundation currently manages almost \$52 million from almost 300 component funds. In 2010, the Foundation distributed over \$3 million in grants and scholarships throughout the two counties.

**To Apply:**

Submit via email a cover letter, resume to: [bralda@thecommunityfoundation.net](mailto:bralda@thecommunityfoundation.net)

**No phone calls. No in-office visits.**

<b>POSITION IS OPEN UNTIL FILLED</b>
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