

Foundation Financial Services Manager

The Foundation Financial Services Manager is a full-time position providing support to the Executive Director in all facets of the Foundation operating budget, investment committee support, bookkeeping, endowment and scholarship management, and gift and pledge recording and recognition.

Foundation Operating Budget:

- With the Foundation Director, develop the Foundation's annual operating budget.

Finance and Investment Committee Meeting:

- Schedule, staff and participate in the Foundation's finance & investment committee, which meets four times a year to review endowment and trust account activity.

Bookkeeper Duties and Responsibilities:

- Prepares all GAAP compliant financial statements (Statement of Activities, Statement of Financial Position, and Budget vs. Actual report) for quarterly Board of Directors review.
- In collaboration with the Executive Director, coordinates and completes the annual audit process by providing the requested information to auditors for the preparation of the audit, the annual federal 990 returns, and related state tax filings.
- Entering of all expenses (payables) into QuickBooks and ensuring accurate account and fund coding and processing all bill payments including employee expense reports in a timely manner.
- Enters payroll processed by a payroll processor into QuickBooks.
- Enters deposits and writes checks in QuickBooks.
- Maintains back up files for all deposits, grants, pledges, invoices, and checks.
- Develops and maintains fund accounting system and allocations.
- Help improve and develop fiscal policies.
- Manages entry and recording of all pledges (receivables) and deposits.
- Manages accounting for Wine Education Center capital campaign gifts, funds, and grant reporting (major campaign).
- Works with ED for deposits to segregated accounts at various financial institutions.
- Coordinate all finances and wire transfers for the wine education center project.

Fund Management

- Ongoing reports on endowment.
- Prepare financial statements
- Calculate gift fees on gifts received during the current month and post them to the general ledger.
- On an annual basis, calculate the annual distribution from our endowments to be transferred to the related spendable account for use in the next academic year.
- Prepare donor annual endowment reports as of the end of the calendar year.

Scholarships

- Work in collaboration with the Executive Director to verify renewal of current scholarship commitments and receipt of funding from Foundation donors.
- Ability to maintain professional relationships with donors and honor confidentiality of sensitive information in all situations, internal and external.
- Enters all new scholarships into Award Spring database each year, updates yearly award amounts for all scholarships annually.
- Coordinates with the financial aid department to keep track of lost checks, stopped checks, re-issued checks, and other coordination of scholarship checks.
- Sends letters to annual scholarship donors requesting their commitment for the current fiscal year (November).
- Follows up with annual scholarship donors and manages the collection of annual scholarship donations (January/March).
- Manages digital apportionment process for quarterly (or minimally semiannual) review. Remains current with updates for receipts, disbursements, 4%.
- Manages tracking spreadsheet for NVCF scholarships and outreach to donors with annual review of their funds. Produces letters and coordinates follow up phone calls.
- Manages annual calendar of scholarship activities and other projects.

Gift, Pledge & Donor Record Coordination

- Identify and adhere to gift processing standards to ensure donated funds are used for the purposes for which they were given to protect donor confidentiality to the extent provided by law.
- Create process documentation binders for all aspects of the operational procedures including processes around gift and pledge entry and new constituent record entry.
- Prepare monthly pledge reminders for all donors with outstanding pledge balances. Verify and research payments against pledge for proper allocation.

Knowledge Skills and Abilities:

- Knowledge of generally accepted accounting principles.
- Knowledge of financial databases and general ledger and related accounting modules including accounts payable and investment allocation software.
- Knowledge of Microsoft office applications including advanced knowledge of excel and sufficient knowledge of Word.
- Ability to work independently without accounting supervision.
- A high degree of accuracy and ability to recognize and correct errors or discrepancies.
- Ability to work with a large amount of detail, including a large number of distinct funds, each with their own restrictions and requirements.

- Ability to prepare annual investment reports for the Auditors and quarterly reports for Board meetings.
- Bachelor's Degree required.