



## **JOB DESCRIPTION**

Title: **FINANCE OFFICER**  
Reports to: President  
Date: October 2018

### **OVERVIEW OF THE POSITION**

The Finance Officer will be responsible for the general accounting functions and finance aspects related to the daily operations of the Rochester Area Foundation and its subsidiaries. This Officer is responsible for the operation of financial and bookkeeping services, preparation of financial analyses, budgets, maintaining the computerized record system, providing auditing support, producing financial statements and investment performance reports for this growing foundation.

### **PRIMARY RESPONSIBILITIES**

1. Processes all financial transactions, maintains the general ledger, and prepares and enters all journal entries within the Foundation's accounting software.
2. Prepares monthly and quarterly financial statements and financial analysis for RAF management, the Board of Directors and its committees and subsidiary organizations.
3. Handles risk-management for the Foundation, working with insurance agents to ensure proper liability coverage for RAF activities.
4. Participates in budget preparation for grant applications and provides information and support for financial reporting to grantors.
5. Work with the President and applicable committees on the preparation and analysis of the Foundation's budget. Monitor and address budget to actual variances throughout the year.
6. Records and performs reconciliation of accounts payable, grants payable and pledges payable.
7. Processes vendor payments, grant and scholarship payments, fiscal sponsor payments and all other accounts payable. Writes checks once a week.
8. Prepares monthly, quarterly, and annual financial reports, including balance sheets, fund statements, fund balance summaries, administrative fees, revenue/expense reports, budget reports, fiscal financial statements, Community Land Trust statements, checking accounts and investment statements.
9. Prepares audit schedules for RAF's year-end financial audit and oversees the IRS 990 tax return. Provides staff support to auditors during the annual audit.
10. Serves as liaison with investment manager(s). Monitors invested accounts and performance reports, and ensures that investment policies are being followed.
11. Maintains all employee benefits programs, including health and retirement records including sick, PTO accrual records, reviews and records payroll expense, administers 403b and SEP payments and other RAF benefits and policies.

**QUALIFICATIONS**

- Bachelor's degree in accounting is required, CPA preferred; at least five years of accounting experience required.
- Exceptionally keen attention to detail and analytical problem solving skills.
- Superior oral, written as well as presentation communication skills
- Familiarity with various types of investments and charitable trusts, and the appropriate accounting reporting required, is strongly preferred.
- Excellent interpersonal, customer service skills and ability to work effectively with a variety of constituents; staff, donors, customers, and volunteers.
- Excellent organizational skills, including the ability to prioritize tasks, work independently and meet deadlines.
- Knowledge of Blackbaud financial systems and extensive knowledge of Microsoft Office – particularly with Excel and Word
- Exercise discretion and confidentiality about financial and fund information

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