



**Job Title:** Finance Associate

**Reports To:** Controller

**Status:** Full-Time, Exempt

## Position Summary

Responsible for accounts payable, payroll, and building operations. Ensure that expenses are properly accounted for and that the Foundation meets its financial obligations. Properly maintain related accounts and ensure financial records are organized and accessible. Contribute, along with other members of the team, to the smooth operations of the department by performing the following duties.

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## Key Responsibilities

### Roles Specific to Accounts Payable

- Perform data entry, and maintenance of vendor / invoice records.
- Perform weekly check runs for accounts payable invoices and grants.
- Perform live check runs and EFT payments.
- Monitor bank account for 'Positive Pay' exceptions.
- Reconcile and post monthly credit card transactions.
- Process monthly recurring invoices.
- Provide monthly review of outstanding checks.
- Assist with expense analyses as needed, especially during preparation for quarterly board and committee meetings.
- Prepare and distribute 1099s at year-end.

### Roles Specific to Payroll

- Maintain employee records in Paychex payroll system.
- Process semi-monthly payrolls and any additional payrolls, as needed.
- Prepare / upload payroll journal entries to Financial Edge accounting software.
- Perform quarterly reconciliations of employee benefits and paid-time-off accruals

## Roles Specific to Building Operations and Other Duties

- Coordinate service / purchasing with outside vendors including IT, plumbing, maintenance contractors, and landscaping, as needed.
  - Serve as backup / support for donor gift entry.
  - Assist, as needed, with annual budget and annual audit and tax preparations.
  - Assist Finance team members with entries into financial software and financial reporting.
  - Handle special projects and support and respond to requests from other departments, as needed.
  - Cross-train with other Finance team members to provide backup support, as necessary.
  - File finance records and data.
  - Stay current with the Santa Fe Community Foundation (SFCF) policies & procedures, nonprofit regulations, and software programs used by the SFCF.
  - Research and create reports, as needed by staff and constituents.
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## Job Requirements

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### Language Ability

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively before groups of customers or employees of organization

### Math Ability

- Ability to calculate figures and amounts such as discounts, interest, percentages and fees.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

### Reasoning Ability

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.

### Computer Skills

- To perform this job successfully, an individual should have knowledge of Microsoft software products,

especially EXCEL, WORD and Microsoft 365, accounting software, and online payroll systems.

## Education/Experience

- Bachelor's degree (B.A./B.S.) from four-year college or university; or four to six years related experience and/or training; or equivalent combination of education and experience.
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## Preferred Qualifications

- Broad knowledge and experience in all facets of bookkeeping and general accounting, understanding of computer accounting systems.
  - Strong organizational skills, attention to detail and accuracy in entering and analyzing data.
  - Strong interpersonal skills and client-oriented mindset is a must.
  - Demonstrated ability to work, somewhat independently, under the direction of the Controller and the Chief Financial Officer.
  - Ability to also work on a team.
  - Ability to work flexibly, prioritize daily workload and complete tasks on a timely basis.
  - A self-starter with demonstrated initiative.
  - A desire to learn about or expand knowledge of nonprofit accounting.
  - Ability to problem solve and present solutions.
  - Flexible schedule for possible evening and weekend work, when necessary.
  - Experience or training in nonprofit accounting, preferred.
  - Experience with Blackbaud Financial Edge and Raiser's Edge a plus
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## Working Conditions

This is an in-person position, with standard hours Monday through Friday. Work may require weekends and/or extended workday.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to stand, walk, sit, use hands, reach with hands and arms, and talk or hear. Occasionally required to climb or balance, stoop, kneel, crouch or crawl, and lift/or move up to thirty pounds.
- Requires the ability to sit and work at a desk for several hours at a time.
- Punctuality and satisfactory attendance are essential functions of the job.
- Requires the ability to travel and attend meetings, presentations, and events outside the office, which may require occasional use of a motor vehicle for transportation to other locations.

- Due to the nature of external appointments and/or responsibilities requiring travel to locations not easily accessible by public transportation, driving is an essential job responsibility for this position.

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## Company Benefits

The Santa Fe Community Foundation offers a highly competitive salary, 401(K), medical, dental, vision, and life insurance, PTO, and a generous number of company holidays.

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## About the Santa Fe Community Foundation

Founded in 1981, the Santa Fe Community Foundation inspires philanthropic generosity, strengthens nonprofits, and fosters positive change to build a more vibrant, healthy, and resilient region. We envision a thriving northern New Mexico, where all people can find opportunity, build connections, and contribute to the well-being of their communities. Learn more about the Foundation by visiting [SantaFeCF.org/About](https://SantaFeCF.org/About)

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## How to Apply

We are looking for top talent: people who want to use their abilities to make a lasting difference. If that is you, please send a cover letter explaining your interest in the Finance Associate position and what you would bring to the Santa Fe Community Foundation. We ask that you send your cover letter and resume via email to [careers@santafecf.org](mailto:careers@santafecf.org) or by filling out the application form on our website. No calls please.

**Application deadline:** Open until filled.



*The Santa Fe Community Foundation is an equal opportunity employer committed to valuing diversity and practicing inclusion. We actively seek and encourage applications from minorities, women, and people with disabilities.*