



# Fairfield County Community Foundation

## Position Description

**Title: Finance Associate (Exempt)**

**Reports to: Vice President of Finance and Administration**

### **Mission:**

The Fairfield County Community Foundation (FCCF) is a rapidly growing community foundation serving southwestern Connecticut. FCCF promotes philanthropy to build and sustain a vital and prosperous community where all have the opportunity to participate and thrive.

As the region's center of philanthropy, FCCF provides:

- Personalized philanthropic advisory services and financial stewardship to donors;
- Visionary leadership and strategic initiatives to address regional issues; and
- Grants, counsel, and leadership training to local nonprofits.

FCCF annually awards grants of over \$10 million and has assets of approximately \$150 million.

### **Position overview:**

FCCF seeks a skilled accountant to take responsibility for general accounting, payroll, time & benefits recording, investment reconciliations, nonprofit audit and tax reporting, and other financial data and reporting.

### **Responsibilities**

- ◆ Maintain general ledger using FIMS database program.
- ◆ Record and report bi-weekly payroll, paid time off, and benefits for 20 person staff.
- ◆ Administer fringe benefit programs including paid time off, and payments to benefit providers.
- ◆ Perform month-end investments reconciliation, and reporting of monthly investment activity.
- ◆ Calculate and record monthly fund administrative fees.
- ◆ Prepare and oversee production of quarterly donor fund statements, in print and web formats.
- ◆ Design and produce financial & administrative reports.
- ◆ Schedule, prepare for and take minutes at, Investment and Audit Committee meetings.
- ◆ Prepare schedules for annual audit and tax filings, with internal staff and external auditors.
- ◆ Assist in the development and updating of the Finance Department procedures manual.
- ◆ Perform other analyses or projects as requested.

## **Qualifications**

- ◆ Bachelor's Degree and 5+ years of accounting experience
- ◆ Excellent attention to detail
- ◆ Skilled in accounting software programs, Excel and Outlook. Able and willing to learn new software programs.
- ◆ Experience with payroll and benefits processing, and with investment reporting/reconciliations
- ◆ Ability to solve problems and to work cooperatively with other staff
- ◆ Desire to help achieve organizational goals in a fast-paced, collegial work environment.
- ◆ Brings values of integrity, accuracy, and high quality service

*This position description is intended to be general and will evolve over time. The description is subject to periodic updating. At management's discretion, the employee may be assigned different or additional duties from time to time.*

## **To apply**

Mail or email cover letter, resume and salary requirements to: Finance Associate Search, Fairfield County Community Foundation, 383 Main Avenue, Norwalk, CT 06851.

Email: [SearchFinanceAssoc@fccfoundation.org](mailto:SearchFinanceAssoc@fccfoundation.org)

Please do not make telephone inquiry.

*The Fairfield County Community Foundation seeks to establish and maintain diversity among its staff and thereby is inclusive in its employment practices.*

Revised 1/12