



## **New Position Announcement**

Position: **Finance Associate**  
Reports to: **Director, Finance and Investments**  
Status: **Part-Time, Hourly**

Community Foundation Serving Western Virginia, the region's philanthropic leader, seeks to add a dynamic individual to its staff. This individual will provide high-quality support to the Foundation's comprehensive financial operations, as well as support its other many administrative and programmatic functions across our entire service area as needed.

### **Minimum Qualifications:**

A Bachelor's degree (preferably in accounting or related); computer proficiency, especially with current accounting software; the aptitude to quickly learn new computer programs; high energy, self-motivated, a strong work ethic and a sense of humor; detail-oriented and have strong organizational skills; and have excellent communication, written and interpersonal skills. Previous work experience in non-profit accounting is desirable but not required.

### **Finance Functions:**

Will work in concert with the Director, Finance and Investments to support day-to-day accounting operations of the Foundation. This may include:

- analysis, reporting and reconciliations of financial activities of the Foundation to ensure timely and accurate completion of all accounting processes and reporting
- involvement with the independent annual audit and 990 preparation
- preparation of reports to Board of Governors
- assisting with processing gifts, grants, scholarships, annuities and payables
- reconciliations of bank accounts and investment accounts
- preparing quarterly and annual donor fund statements
- creating, organizing and maintaining both computer and paper financial files.
- work with the implementation of new software as technology changes warrant and as Foundation growth dictates.

**Other General Responsibilities:**

- Greet visitors to the Foundation offices and answer phones as part of a small office team environment.
- Help as needed with ongoing Foundation projects including scholarship committees, Roanoke Valley Gives.
- Attend staff and board meetings (as needed).
- Represent the Foundation at meetings and events as appropriate.
- Help with Annual Celebration.
- Help with Annual Report financial information.
- Perform additional duties as assigned.

**Every staff member employed by the Foundation is expected to:**

- Maintain confidentiality and show good judgment, discretion, decision-making and professional and ethical work standards within a fast-paced environment
- Maintain a positive, helpful attitude and a commitment to service in all internal and external interactions
- Be able to prioritize and organize workloads to meet deadlines and balance work among multiple duties
- Work independently with minimal supervision and as a member of a team
- Work well with coworkers, especially in a small office
- Possess a valid driver's license, reliable personal transportation and current auto insurance.

Competitive compensation packet. Located in professional, downtown offices.

To apply, send a current resume to:

**Alan E. Ronk, President and CEO**  
**Community Foundation Serving Western Virginia**  
**P. O. Box 1159**  
**Roanoke, VA 24006**

Or by email to:

[alan@cfwesternva.org](mailto:alan@cfwesternva.org)