

# JOB DESCRIPTION



## Operations and Finance Administrator

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### REPORTING RELATIONSHIPS

The Operations and Finance Administrator will directly report to the Senior Director of Operations and Communication but with dotted line reporting to the Finance Director. This position will also work closely with the President and provide support to other staff when necessary.

### WORK SCHEDULE

Full-time with occasional evening or weekend work required

### POSITION SUMMARY

The Operations and Finance Administrator provides administrative, operational and accounting support across the Foundation. This role is the first contact for those calling and visiting the Foundation and plays an important part in maintaining organizational systems, supporting accounting and gift entry processes, and providing other administrative services necessary to ensure smooth day-to-day operations.

### KEY RESPONSIBILITIES

#### Operations and Administrative Assistance

- Serve as the primary point of contact for incoming calls, visitors, shared inboxes, and general inquiries, ensuring a professional and welcoming experience
- Receive and process all incoming contributions, including entry into database with accurate donor and fund coding
- Produce system reports of recorded contributions to support review and reconciliation
- Generate and distribute donor acknowledgements and tax receipts in a timely manner
- Coordinate logistics, materials, and documentation for Board and committee meetings, including attending and preparing meeting minutes
- Support office operations including scheduling, coordination and logistics for CFMV internal and external events and organizational meetings
- Maintain operational procedures and internal systems
- Maintain shared office spaces, equipment, and supplies to ensure a professional and functional work environment
- Provide other support as needed to the President, other staff and the Board of Directors

#### Finance and Accounting Support

- Support accounts payable processes, including preparation of payment documentation for grants, distributions, scholarships, and vendor payments
- Process all organizational payments, including entering vouchers in the accounting system, printing checks, and coordinating distribution of payments (mail, electronic, or other methods)
- Ensure all payments are supported by appropriate documentation and align with internal controls and approval processes
- Collect and review credit card transaction support from staff and reconcile transactions to ensure accuracy and proper documentation
- Maintain organized financial documentation and files
- Assist with preparation of materials to support bank reconciliations and financial reporting

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- Support audit preparation and documentation gathering
- Assist with donor and fund financial reporting, including printing and mailing quarterly fund statements, as needed

#### **Database and Systems Management**

- Maintain and update vendor, payment, and operational records in database systems and support data entry as needed across donor, fund, and grant records
- Support data integrity and database maintenance
- Generate internal operational reports as needed

#### **Grant and Scholarship Support**

- Provide administrative support for grant and scholarship processing, including document generation and coordination of payments
- Support donor services staff and Community Impact Team during peak grant and scholarship cycles
- Maintain organized records related to grant and scholarship payments

#### **OTHER FUNCTIONS AND RESPONSIBILITIES**

- Develop and maintain positive relationships with donors, volunteers, and representatives of the Community Foundation and its affiliated foundations
- Participate in staff team, committee, and/or board meetings as requested
- Participate in educational opportunities that build understanding of the social, historical, and cultural factors that shape our community and support respectful, inclusive workplace practices
- Other duties as assigned

#### **PROFESSIONAL CHARACTERISTICS AND QUALIFICATIONS**

- One (1) year of work experience and a strong interest in providing high quality administrative and accounting support to a professional team
- Associate's or bachelor's degree preferred, but not required
- Proficiency with Microsoft Office applications and comfort learning new software systems
- Experience with database or CRM systems
- Use of office systems and related equipment
- Experience and comfort working with numbers
- Impeccable attention to detail
- Strong document management skills
- Excellent interpersonal skills
- Ability to work well independently and with a team
- Excellent time management skills, aptitude for proper task prioritization, and results-oriented work process
- Ability to handle sensitive matters with tact and discretion
- Professional demeanor, integrity, and good judgment
- Dependability
- Experience with non-profit organizations and familiarity with the Mahoning Valley preferred, but not required

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- Ability to travel to meetings and events throughout the Mahoning Valley as needed

#### **WORKING CONDITIONS**

Work is generally performed in an office setting with frequent interruptions, multiple deadlines, applicant inquiries, and peak workload periods. Position will include daily collaboration with colleagues. Work schedule is 40 hours per week including evening and weekend meetings, as needed. A hybrid work option is currently offered after a 90-day orientation period and contingent upon maintaining good standing.

#### **COMPENSATION AND BENEFITS**

This position is classified as non-exempt with an annual compensation range of \$42,000-\$46,000, dependent on qualifications and experience.

CFMV's benefits package includes:

- Health, dental, and vision insurance (Organization covers 90% of health insurance premium for employee and 50% for spouse and/or family. An affordable premium for dental and vision is paid by employee if coverage is needed.)
- Company-paid short-term and long-term disability policy
- Generous paid time off policy including vacation and sick leave, plus eight paid federal holidays and three floating holidays per year
- Simple Retirement Plan with employer contribution match (all contributions immediately vested)