



Finance Assistant Job Description (2021)

THE FOUNDATION

The Miami Foundation builds the philanthropic, civic, and leadership backbone for Greater Miami. Since 1967, the Foundation has invested \$485 million to strengthen our community with partnerships and contributions from more than 1000 fundholders and 35,000 donors. The Miami Foundation, which currently manages over \$350 million in assets, mobilizes donors, nonprofits, leaders, and locals to set a bold vision for our community's future and to invest in a stronger, more equitable, more resilient Greater Miami. MiamiFoundation.org

POSITION DESCRIPTION

The **Finance Assistant** provides general administrative and accounting support to the finance team of 6 staff. Primary functions include attending committee meetings, taking minutes, planning and managing virtual meetings, as well as preparing and reviewing accounting entries. S/he will assist with weekly transactions, monthly closings, account analysis and general administrative support as well as work closely with the development team and other departments at the Foundation.

This position reports to the Accounting Supervisor with direct support to the Controller and CFO positions.

DUTIES AND RESPONSIBILITIES

- Review the recording of contributions (gifts) including committing the gift batches and producing Acknowledgement Reports twice a week
- Ensure all gift backup documentation is attached to gift batches
- Review and post gift entry batches from Raiser Edge into Financial Edge
- Produce Reports as requested related to gifts and grants
- Review accounts payable postings for accuracy on a weekly basis
- Assist Accounting Supervisor, Controller, and CFO in ad-hoc projects
- Prepare analysis of accounts as requested
- Prepare documentation for committee meetings, attend and manage virtual and in-person meetings, and take minutes
- Assist in compiling data and reports needed for annual audit process and filing various reports to regulatory entities throughout the year
- Assist with quarterly and year-end closings
- Represent the finance team by working closely with the development team and other departments as needed
- Provide backup to assist in entering and depositing gifts when needed
- Provide backup to assist in entering Accounts Payables when needed

POSITION REQUIREMENTS

Essential Qualities

- Sense of humor, creativity and an appreciation of the role of philanthropy in building community
- Proven ability to work as a team player with diverse groups
- Highly motivated, self-starter with strong organizational skills and ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail
- Attention to detail and accuracy, ability to plan and organize, strong communication and problem solving skills
- Strong interpersonal skills
- Ability to handle confidential information with discretion
- Highly resourceful team-player, with the ability to also be extremely effective independently and be proactive with approaches to problem-solving with strong decision-making capability
- Commitment to diversity, accessibility and inclusion



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- Excellent time and task management skills as evidenced by a proven ability to efficiently and effectively handle multiple tasks at the same time as well as appropriate delegation
- High level of integrity, professional maturity and sound judgment

Desired Experience

- Bachelor's Degree in Accounting or Finance preferred
- 3-5 years experience in an administrative capacity, preferably in a nonprofit finance setting
- Strong knowledge of computer software including Office 365 and virtual meeting applications (with strong preference for Blackbaud Financial Edge and/or Raiser's Edge NXT experience, Microsoft Excel (Pivot Tables – VLOOKUPS) and Microsoft office)
- Experience in accounting and automated financial reporting systems. Ability to analyze financial data and prepare financial reports, statements and projections

This list of essential responsibilities and requirements is not intended to be exhaustive. The Miami Foundation reserves the right to revise this job description as needed to comply with actual job requirements.

SPECIFICS

- Status: Full-Time, Non-Exempt
- Salary: Commensurate with experience and qualifications
- Please submit resume and cover letter to hr@miamifoundation.org

The Miami Foundation is an Equal Opportunity Employer. EOE M/F/D/V.

The Miami Foundation's Anti-Discrimination Policy - The Miami Foundation shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers, selection of vendors, and provision of services.

The Miami Foundation practices and champions inclusiveness in our community. We honor the diverse strengths, needs, voices, and backgrounds of all members of our community. Candidates from traditionally marginalized communities are especially encouraged to apply.