



Job Title: Finance Assistant

About the Foundation: Celebrating 33 years, the Coral Gables Community Foundation inspires impactful philanthropy through charitable funds and programs using local knowledge, expertise and trusted relationships. The Foundation stands at the forefront of Coral Gables' evolving needs by effectively bringing together beneficiaries and benefactors to fund programs with the greatest impact and benefit to "The City Beautiful."

Position Description: The Coral Gables Community Foundation seeks a full-time finance assistant to provide support to the CFO with administrative finance functions. This position requires a detail orientated, organized, and timely individual who can multi-task and enjoys working in a fast-paced, but small environment. This is a full-time, in-office position located in Coral Gables.

Duties & Responsibilities:

- Provide finance assistance to the CFO
- Track and manage the Community Foundation's donations (receipts)
- Track and manage the Community Foundation's grants (disbursements)
- Enter expenses in the Foundation's accounting system – both for Funds and operational expenses
- Prepare acknowledgment letters for donors
- Assist in performing reconciliation across all accounts
- Assist with issuing payments for operating expenses
- Assist in issuing grants from Funds and programs
- Maintains courteous and professional relationships with Foundation constituents – donors, fundholders, Board Members and staff

Requirements:

- The candidate must be able to work 40 hours per week
- Exceptional attention to detail and accuracy
- A strong ability to think ahead, organize tasks, anticipate what is needed next and manage time to deliver highest quality service and work product to constituents (donors, fundholders, Board Members etc.)

- Proficiency in Microsoft Office
- Occasionally lift objects up to 20 pounds
- Consent to a background check
- Ability to work as a team member within a small, high volume, community-oriented environment
- Self-starter and self-disciplined with the ability to execute multiple tasks and priorities

**Please send a cover letter, resume and 3 references to
Mary Snow at mary@gablesfoundation.org**