

Financial Officer

Gebbie Foundation - Jamestown, NY

\$45,000 - \$55,000 a year

I. Position Summary

The Financial Officer (FO) possesses diverse accounting/finance project management and oversight skills and provides the Chief Executive Officer (CEO) and the Foundation with financial information, reports and recommendations. Functional areas of responsibility include accounting/finance and investment relations, grant contract management and assessment, and various project research, support and financial analyses at the direction of the CEO. Discretion and judgment are required while supporting the policies and practices of the Foundation. The FO reports directly to the CEO and works closely with the Chief Operations Officer (COO) to coordinate the finances of the Foundation.

II. Duties and Responsibilities

- Maintains Foundation finances including, but not limited to, the payment of invoices, coordination with the contracted payroll company regarding employee withholdings, and the preparation and monitoring of the annual budget.
- Maintains and produces financial statements and other financial reports for use with the Board of Directors.
- Serves as the liaison with the investment firm regarding communication and receipt of investment information and materials.
- Verifies appropriate grant payments and processes invoices for the same.
- Performs regular analysis to determine required 5% grant expenditure allocation.
- Coordinates with outside accountants/auditors to provide the accurate information necessary to prepare tax filings and audit reports.
- Works cooperatively in a small team environment to support the safe, secure, and smoothly functioning office environment needed to meet the needs of a professional board of directors.
- Performs other duties as assigned by the CEO or COO.

III. Formal Education Requirements

Must possess at least a Bachelors Degree in Business or Accounting/Finance.

IV. Formal Experience Requirements

Must have at least 5 years administrative and/or accounting/finance professional experience in a professional office environment. Proficient and knowledgeable in all aspects of QuickBooks, to include financial classification, bank and investment statement reconciliation, and accounts payable functions. Proficient and experienced in working with Microsoft software applications.

V. Skills and Abilities

- Strong organizational and project management skills with attention to detail and ability to maintain confidentiality.
- Ability to exercise the utmost discretion in handling sensitive information.
- Proficient in QuickBooks and Microsoft software applications, with extensive knowledge of and comfort working with Excel.

- Able to provide strong internal and external customer service in all aspects of the position requirements.

VI. Working Conditions and Environmental Hazards

There are normal levels of office noise from computers, phone and fax.

VII. Physical Requirements

Duties and responsibilities follow a prescribed process. There is a need for discretion and independent judgment required while supporting the policies and practices of the Foundation. Visible contact with computer screens and other information is required at least 75% of the time. Occasional lifting file boxes up to 15 lbs without mechanical assistance.

VIII. Contacts

There are internal contacts with management and Board members.

There are external contacts with incoming callers, outside auditors, the investment firm and visitors.

IX. Supervision and Guidance

No direct reports.

Job Type: Full-time

Salary: \$45,000.00 to \$55,000.00 /year

Job Location:

- Jamestown, NY

Required education:

- Bachelor's

Required experience:

- administrative or accounting/finance: 5 years