Lancaster County Community Foundation - Lancaster, PA

Finance and Development Assistant

Position Summary:

The Finance and Development Assistant’s primary responsibility is working closely with the Finance and Forever Lancaster (Development) teams to achieve the administrative goals of the departments.

Job Title: Finance and Development Assistant
Reports To: Controller, secondarily Director of Forever Lancaster (Development)
Status: Full-time, exempt position

Responsibilities:

Finance:
- Deposits checks into cash accounts weekly, enters into system, and records contributions.
- Takes minutes at Finance Committee and Investment Committee meetings.
- Prepares weekly A/P and A/R runs (reviews invoices, codes to department and line items, enters into system).
- Communicates with vendors, individuals, and organizations to obtain and update information such as addresses, emails, ACH information, and W-9s as needed.
- Assists Controller with annual audit and budget as needed.
- Prepares monthly credit card reports for employees and enters into system.
- Assists with monthly reconciliations, cash and investments, as determined by Controller.
- Scans documents, statements, etc. and files documents as requested.
- Assists with fundholder correspondence.
- Other financial tasks as requested.

Development:
- Performs due diligence of grantee organizations for funds and the Extraordinary Give.
- Prepares tax acknowledgements for all types of gifts.
- Manages donor advised fund process.
- Assists with fundholder correspondence and data management.
- Other development tasks as requested.

Joint department tasks:
- Assists with events, including planning, registration, setup, and cleanup.
- Assists with scheduling of meetings for Finance and Development.

Minimum Education and Experience Requirements:
- A two- or four-year degree in accounting or business, preferred but not required.
- Other experience in A/P (accounts payable), invoicing, office management, or administration is valued.

Desired Skills:
- Attention to detail and accuracy
- Excellent organizational skills
- Customer focus, both internal and external
- Integrity and trust in dealing with sensitive information
- Desire and ability to work for a community foundation as part of a small, dynamic team

Other requirements:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This is largely a sedentary role; however, the role may require walking, lifting, or standing for periods of time. In this job, you will occasionally lift boxes or other supplies of up to 20 pounds, bending or standing as necessary. Note however that reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.
- Individuals hired for Foundation positions must provide proof of vaccination against COVID-19 unless otherwise prohibited by law. “Full vaccination” is defined as two weeks after both doses of a two-dose vaccine or two weeks since a single-dose vaccine has been administered. The Foundation complies with federal, state, and local laws regarding accommodations related to this policy.
- Finalists will be requested to perform pre-employment screening/testing, including a criminal background check and possible skills assessments.

The Foundation is an equal opportunity employer and does not discriminate regarding sex, gender; gender identity; gender expression; race; color; national origin; religion; creed; age; disability; citizenship; marital or domestic partnership status; sexual orientation; genetic predisposition; military or veteran status; or any other characteristic protected by federal, state or local law, rule or regulation.

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