



San Antonio Area Foundation

Where Giving and Community Connect

...helping donors achieve their charitable goals for the greater benefit of the community.



DEPT./AREA: Finance	TITLE: Accounting Associate	REPORTS TO: CFO
DATE REVISED: December 26, 2017	DATE EFFECTIVE: January 2, 2018	NON-EXEMPT

THE FOUNDATION

The San Antonio Area Foundation, established in 1964, is San Antonio’s community foundation. The Area Foundation makes grants from funds established by individuals, families, businesses or other entities to support charitable causes in our community.

SUMMARY OF RESPONSIBILITIES

The Accounting Associate is a full-time position which will support all the Finance departments. The areas of responsibility include: Support to the Finance staff with reconciliations, resolving discrepancies, backing up positions on an as needed basis, performing administrative support functions such as scanning and filing. Managing tasks related to preparation and logistical set up of the Committee and other meetings, including scheduling, copying meeting materials and coordinating same with the Area Foundation department staff.

QUALIFICATIONS/COMPENTENCIES

- **Must adhere to Core Values: Integrity, Teamwork, Innovation and Service.**
- Must exhibit a high level of integrity and confidentiality in a support position
- 3 years bookkeeping experience in a support role. AA or Bachelor’s degree **(Preferred)**.
- Intermediate to excellent communication and writing skills, and detail oriented.
- Demonstrated ability to multi-task and maintain a high standard of quality while working in a fast-paced environment.
- Attention to detail and problem-solving skills.
- Demonstrated ability to take initiative and contribute to goals of Finance.
- Ability to demonstrate professionalism while working with sensitive material and to maintain a variety of information and materials in an ethical and confidential manner.
- Demonstrated ability to take an initiative approach to support managers and collaborate on projects as a team member.
- Proven ability to effectively collaborate with internal team, cross-functional team, and external parties in a rapidly growing environment.
- Excellent interpersonal skills and demonstrated ability to interact with a variety of different people.

REPSIBILITIES/ FUNCTIONS

- Administrative Support

- Provide general administrative and clerical support including scanning, collection of receipts filing, copying documents and materials, and submitting and reconciling expense reports.
 - Perform data entry and scan documents as needed.
 - Managing tasks related to preparation and logistical set up of the Committee and other assigned meetings, including scheduling, copying meeting materials.
 - Other duties as requested.
- Finance support:
 - Reconcile Bank and general ledger accounts as assigned.
 - Research and resolve reconciliation issues on assigned accounts. Prepare general ledger postings.
 - Assist with electronic invoice work flow approvals or accounts payable processing.
 - Provide back up when needed for invoice processing and gift processing.
 - Assist with mailing of grantee and vendor payments.
 - Provide other accounting and clerical support to the Finance team as needed.
 - Other duties as requested.

Skills

- Proficiency in MS Office Suite products, including Microsoft Word and Excel (**Required**)
- Working knowledge of Financial Edge and Raisers Edge (**Preferred**)

PHYSICAL DEMANDS / WORKING CONDITIONS

The physical demands and characteristics of the work environment described here are representative of those occurring in the performance of the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the essential functions of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

TO APPLY

Submit cover letter, resume and references to aburns@saafd.org with the job title in the subject line.

The San Antonio Area Foundation is an Equal Opportunity Employer.