



PONTIAC

COMMUNITY FOUNDATION

Building a Brighter Future for Pontiac

Finance Assistant

January 2023

The Position:

Pontiac Community Foundation (PCF) is an independent 501(c)(3) organization, dedicated to Building a Brighter Future for Pontiac by engaging philanthropy, leadership, and collaboration to tackle Pontiac's most pressing issues. Our organization's most effective work is centered around leadership development and quality of life initiatives that help make the city of Pontiac a more desirable place to live, work, and play.

The Finance Assistant serves as support staff for the Director of Business and Finance, and fulfills an array of administrative and coordination functions. The person in this position reports to the Director of Business and Finance. The Finance Assistant also manages systems and operations of the foundation office.

The Finance Assistant will be highly organized and able to prioritize and manage multiple and varied projects; have strong administrative, organizational, and communication skills; develop and maintain positive interpersonal relations with all levels of staff, board of directors and committee members, and outside contacts; and exercise a high degree of integrity while managing highly sensitive and confidential information. The Finance Assistant will be able to work effectively both within teams and independently, as well as with remote supervision, to accomplish goals and implement systems. The successful candidate works proactively, anticipating needs, conflicts, and opportunities while exercising considerable judgment, initiative, and discretion, and is comfortable advancing projects with remote supervision.

This is a new position, and responsibilities may evolve over time.

Position Responsibilities:

- Assist with accounting tasks including, but not limited to: bookkeeping, financial entries, reconciliations, accounts receivable/payable, vendor management, and general purchasing
- Manage and maintain the accuracy and integrity of databases and filing systems ensuring that all information is kept current and up to date
- Successfully track existing grant dollars to the Foundation through transaction classification in accounting software; periodically report to Senior Staff
- Purchase and inventory office supplies as needed for staff and office space
- Maintain office environment in a manner that promotes hospitality, professionalism, and stability
- Collect, sort, and distribute office mail, voicemail, email, and general inquiries; receive guests to main office reception
- Other duties as assigned by the Director of Business and Finance

Skills and Qualifications:

- Must embrace the mission of Pontiac Community Foundation
- Superb written, verbal and interpersonal skills
- Time management and flexibility with job duties
- Competent in G-Suite and Excel
- Experience with accounting software required; specifically with QuickBooks Online is preferred
- Ability to manage-up and provide support to executive leadership
- Self-directed and able to work independently with remote supervision
- Sound judgment and ability to think critically amongst difficult decisions
- Highly organized and able to prioritize and manage multiple varied projects; specificity to detail, protocols, and professionalism, including highest level of discretion with confidential information
- A bachelor's degree and/or equivalent 2-4 years of professional experience in administrative support or similar roles

Compensation, Benefits, and Terms:

- \$15-20/hour at 20-29 hours per week depending on experience. Opportunity to expand over time
- 100% of pre-approved work-related expenses to be paid or reimbursed

*If you have interest in joining our growing team,
please email a cover letter and resume to: hr@pontiaccommunityfoundation.org.*