

Finance Associate Job Description

October 2024

Position: Finance Associate

Position Type: Full-Time, Non-Exempt

Supervisor: Vice President for Finance

Position Summary: The Finance Associate is responsible for overseeing and managing financial data by analyzing and reconciling accounts, as well as preparing financial reports. The ideal candidate should demonstrate a strong commitment to accuracy and attention to detail, along with a proactive, adaptable, and collaborative approach to working within a team. This role involves performing various investment management, accounting, and administrative duties.

Organization Summary: DuPage Foundation is DuPage County's champion for philanthropy. As a 501(c)(3) public charity, we receive contributions and bequests from individuals, corporations, organizations, and foundations seeking to make a difference for our community and the causes that matter most to them. We have grown to more than \$145 million in assets and awarded more than \$100 million in grants to not-for-profits serving the residents of DuPage County and beyond.

Accounting & Recordkeeping:

- Post gifts and ensure that the weekly gift process is completed on time.
- Provide financial analysis and data support to the Advancement, Programs, and Communications departments.
- Prepare financial summaries and reports for meetings with fund representatives.
- Assist in the preparation of the annual budget.
- Prepare 1099 tax forms.
- Prepare monthly reconciliations of bank, credit card, and investment accounts.
- Assist with the month-end close process.
- Process journal entries and interfund transfers.
- Provide reports as needed to staff, donors, and not-for-profits.
- Prepare periodic fund statements.
- Provide support for the annual audit.

Investment Management:

- Serve as the liaison between the Investment Managers and Management and the Investment Committee.
- Analyze investment performance and make any necessary recommendations for changes to Management and the Investment Committee.
- Perform semiannual reviews of money managers to comply with the Statement of Investment Policy process for performance oversight.

- Compile and publish periodic investment performance reports.
- Rebalance unmanaged investment portfolios and funds with multiple investments.
- Organize semi-annual webinars with the Investment Manager for fund representatives.
- Attend periodic economic webinars held by the Investment Advisor and provide a summary to Management and the Investment Committee.

Administrative:

- Enter and maintain vendor data in the Foundation’s software system.
- Assist with the Audit, Financial Operations, and Investment committee meetings. Prepare agendas, reports, and review minutes.
- Work with management to maintain the Foundation’s policies and procedures.

Qualifications and Experience:

- A bachelor’s degree in finance or accounting is required.
- Professional experience in accounting, finance, or a related field is preferred.
- Not-for-profit experience is a plus.
- Ability to follow tasks through to completion within the timelines set for each project/task required.
- Strong analytic, problem-solving, and strategic thinking skills.
- Highly organized, detailed-orientated, and able to manage multiple projects simultaneously.
- Experience with computer-based accounting systems.
- Proficient with Microsoft Word, Excel, PowerPoint, and Outlook.
- Professional in manner and appearance.
- Personal and professional integrity.
- A commitment to the mission and values of the Foundation.
- Welcomes organizational growth and change.

To Apply: Email a PDF résumé and cover letter with “Finance Associate Position” in the subject line to the Hiring Manager at apply@dupagefoundation.org. All applications will be considered under the strictest of confidence. **No calls, please.**

Hiring Policy: The DuPage Foundation considers applicants for all positions without regard to gender, race, color, religion, age, national origin, ancestry, disability, political affiliation, marital status, sexual orientation, pregnancy, or any other legally protected status.

The DuPage Community Foundation d/b/a DuPage Foundation raises the quality of life throughout DuPage County by fostering philanthropy, connecting donors to area needs and building community partnerships.