



The Northern New York Community Foundation is seeking to hire a Finance Associate

Position Summary

- Record and process charitable gifts and acknowledgements accurately and in a timely manner.
- Maintain donor and fund records in the organization's database management system.
- Support the organization's day-to-day financial operations including but not limited to accounts payable, accounts receivable, gift entry and grants.

Position Focus

- Accurately process, record, and acknowledge all charitable contributions in a timely manner.
- Manage accounts payable and receivables while maintaining records in accordance with the organization's financial policies and procedures.
- Maintain the integrity of the foundation's donor, fund, and financial database, including data entry and internal reporting.
- Maintain organized financial and donor documentation to support reporting, audits, and compliance with nonprofit accounting standards.
- Provide administrative and operational support to the finance, scholarship, communications, and grantmaking functions of the organization.
- Follow established procedures to ensure high standards of accuracy, confidentiality, and financial accountability.
- Represent the Community Foundation's mission and values in all interactions, representing the organization as a trusted steward and partner in the community.

Primary Responsibilities

Gift Processing & Fund Administration:

- Process and record all charitable gifts including checks, electronic transfers, securities, and other non-cash contributions.
- Maintain accurate donor and fund records within the foundation's database.
- Generate and distribute donor gift acknowledgments and tax receipts.
- Ensure proper designation and allocation of gifts to donor-advised funds, scholarships, designated funds, field of interest and unrestricted funds.
- Reconcile gift records within the financial system.
- Maintain tribute lists and process notification cards, letters and lists.

Accounts Payable & Accounts Receivable:

- Process accounts payable invoices, grant payments, and vendor payments.
- Maintain accounts receivable records and track incoming payments.
- Assist with bank deposits and reconciliation processes.
- Support preparation of financial reports related to gift activity and fund balances.

Financial and Administrative Support:

- Support month-end and year-end closing processes.
- Assist with preparation of audit documentation and financial reporting.
- Coordinate with finance staff to ensure compliance with nonprofit accounting standards.
- Maintain records in accordance with internal policies and regulatory requirements.

Operational Support:

- Assist with administrative tasks related to donor services and fund management.
- Maintain documentation for grants, funds, and donor-advised fund activity.
- Support internal operational procedures that ensure accurate gift stewardship.

Other Responsibilities:

- Maintain office calendar and process building use requests in accordance with the organization's building use policy.
- Answer phone calls in a professional manner and relay messages to staff when necessary.
- Record and maintain minutes for committee meetings, ensuring accurate documentation of decisions and maintaining official records of the organization.
- Ensure paper and electronic files are maintained according to the Foundation's policy and procedures.
- Perform other related duties as assigned.

Necessary Attributes:

- Demonstrate professionalism and ethical decision-making in every interaction that reflects the Foundation's mission and values.
- Exceptional written, verbal, and public-facing communication skills.
- Clear ability to effectively organize and execute responsibilities.
- Demonstrated capacity for systems-thinking, innovation, and operational improvement.
- Strong organizational and time-management skills with the ability to meet deadlines and balance competing priorities.
- Impeccable attention to detail and data integrity.
- Technological agility and willingness to learn new systems.
- Positive, motivated, collaborative, and solutions-oriented presence.
- Integrity, discretion, and an appreciation of and adherence to confidentiality are essential.
- Proficiency with accounting software and Microsoft Excel.

Work Experience & Education:

- Associate or bachelor's degree from an accredited post-secondary institution in accounting, finance, business administration, nonprofit management, or a related field preferred.
- Minimum of three years of relevant professional experience is preferred.
- Experience with donor databases or nonprofit CRM systems preferred.
- Proficiency with Microsoft Office and the ability to quickly learn and master the Foundation's specific software systems.

Schedule & Location:

- Based at the Community Foundation's Watertown headquarters during regular business hours, with flexibility for occasional evening/weekend commitments as needed.
- Willingness to perform duties outside of the office setting, including meetings, community gatherings and public forums. Some travel will be involved.

Salary and Benefits

- The salary for this role is \$45,000-\$50,000 per year. Compensation commensurate with salary standards and work experience.

About the Northern New York Community Foundation

- Since 1929, the Northern New York Community Foundation has invested in improving and enriching the quality of life for all in communities across Jefferson, Lewis, and St. Lawrence counties. Through partnerships and the generosity of individuals, families, businesses and organizations, the Community Foundation awards grants and scholarships from an endowment and collection of funds that benefit the region. Its commitment to donors helps individuals achieve their charitable objectives now and for generations to come by preserving and honoring legacies of community philanthropy while inspiring others.

A 501(c)(3) organization, the Community Foundation is a resource for local charitable organizations, donors, professional advisors and nonprofit organizations through the generosity of individuals, families and organizations who entrust charitable assets to the Foundation's stewardship and care. Learn more at www.nnycf.org.

How to apply

- Community foundations are designed to grow and evolve as their community's needs change. As the Northern New York Community Foundation continues to grow, we're looking for talented people who want to use their abilities to make a lasting difference. If that is you, then please send a cover letter explaining your interest in this position and what you would bring to the Foundation, as well as a résumé to include three professional references.

Application Deadline

Interested candidates should submit their application materials no later than **May 15, 2026**. Applications will be reviewed as they are received, and the organization may interview and fill the position before the official closing date if a suitable candidate is found. Therefore, early application is encouraged to ensure consideration.

Please submit your completed application to Stephen Magovney, Chief Financial Officer, at steve@nnycf.org. The position will remain open until filled. You may also mail your application to Northern New York Community Foundation, 131 Washington St., Watertown, New York 13601. *We thank all candidates for their interest; however, only those selected for an interview will be contacted.*

The Northern New York Community Foundation is an Equal Opportunity Employer.