



Jefferson Scholars Foundation

JOB DESCRIPTION **Assistant Director, Finance Operations**

Position Description:

The Jefferson Scholars Foundation Finance Team seeks an individual to assist in the management and performance of its accounting and finance functions. Additionally, this individual will provide operational support for benefits administration and the Foundation's Development and Programs Teams.

The Finance Team is focused on teamwork and process efficiency which, as a result, creates a dynamic work environment that values hard work, quick thinking and personal integrity.

Specific Description:

The individual selected will work as a member of a team responsible for the successful management and completion of a multitude of activities including, but not limited to:

- Preparation, review, and/or approval of financial transactions;
- Preparation, review, and/or approval of gift transactions;
- Funds management;
- Account and systems reconciliations;
- Operational and capital budgeting;
- Capital financing and other financial analysis;
- Financial reporting for Board of Directors meetings and committee calls;
- Financial statement audit and tax return preparation and support;
- Benefits administration and health care plan enrollment; and,
- Other assigned financial and operational projects.

Desired Qualifications and Personal Attributes:

- Certified Public Accountant, preferred;
- Minimum of three years of non-profit accounting and/or finance experience;
- Record of increasing professional responsibilities;
- Experience as a member of a successful team;
- Professional communication abilities, discretion, and demeanor;
- Proficiency in Excel;
- Working knowledge of the Blackbaud Financial Edge and Raiser's Edge software systems, preferred;

- Self-motivated and outcome oriented;
- Excellent planning and organizational skills;
- Proven problem-solving skills and ability to exercise good judgment;
- Record of maintaining confidential personnel information; and,
- Hard working, with a sense of humor.

This is a full-time exempt position with an office in the Foundation's administrative building.

The Jefferson Scholars Foundation offers highly competitive salaries; an excellent comprehensive package of benefits including health, dental, vision, and life insurance; and, a generous 401(K) retirement plan.

How to Apply:

Review of applicants will begin immediately and continue until the position is filled. Please submit a cover letter, resume, and professional references to:

Helen Dwyer
Director, Business Planning & Operations
Jefferson Scholars Foundation
112 Clarke Court
Charlottesville, VA 22903
info@jeffersonscholars.org

Electronic submissions are strongly preferred.

The Jefferson Scholars Foundation is an equal opportunity employer.