



POSITION DESCRIPTION

Financial and Administrative Officer

East Tennessee Foundation (the Foundation/ETF) is a nonprofit, 501(c)(3) community foundation serving 25 counties in East Tennessee. Created by and for the people of East Tennessee, its mission is to provide philanthropic leadership inspiring donors to make lives better and communities stronger in enduring ways across generations. Governed by a volunteer board of directors, the Foundation has more than 450 charitable funds and eight supporting organizations, total assets over \$500 million, and has awarded more than \$400 million in total grants since it was established in 1986.

Position Summary:

The Financial and Administrative Officer will provide general accounting support, including journal entry, daily gift entry, and assistance in the preparation of information for the annual audit and federal tax returns. The Officer will also enter the financials of our eight supporting organizations, which collectively represent approximately half of the Foundation's assets. The position serves as a member of the Foundation's finance and administration team, and reports to the Controller.

Responsibilities:

- Process gifts and prepare gift acknowledgment letters and other gift-related correspondences.
- Perform supporting organization accounting activity, preparing their financial statements, and incorporating that activity into the Foundation's accounting system.
- Assist with the maintenance of an accurate and current database that includes contact and mailing information, donor and grantee data, a complex accounting system, and a unitized investment platform.
- Assist with preparing information for the Foundation's annual audit, federal tax returns, and other required reports.
- Design or customize reports, extract information from databases, and prepare various electronic and written communications.
- Assist with development, documentation, and implementation of office procedures.
- Prepare lists for periodic bulk mailings.
- Perform general tasks, including photocopying, scanning, filing, making file folders, and maintaining electronic and written office records.
- Assist in various office projects and tasks as needed.

Qualifications and Experience:

A bachelor's degree and three years' experience in business, nonprofit operational and financial management, or related areas. The successful applicant's education and experience must support the ability to work independently, accurately, and efficiently to perform the necessary accounting and finance-related activities. The ideal candidate must also have the ability and willingness to work in a team-oriented structure and be comfortable working with a diverse group of office team members, board members, prospects, donors, grantees, and volunteers to help accomplish the strategic goals of the Foundation.

To accomplish the performance objectives, the Officer must exhibit the following attributes, skills, and qualifications:

- Excellent organizational and detail-oriented skills.
- Excellent written and verbal communication skills.
- Ability to work independently on assigned office tasks.
- A superior working knowledge of databases, Microsoft Office (including Outlook, Word, and Excel), Microsoft Windows, and other software systems.
- Competency in interpreting financial statements and entering accounting transactions.
- Proficient writing and proofing/editing skills.
- Ability to juggle multiple tasks.
- Strong interpersonal skills, positive attitude, and desire to work within a team-environment and with diverse individuals.

Other Requirements

This position functions in an office environment.

This position is available immediately. The search will remain open, however, until the appropriate candidate is identified. The Foundation offers an excellent salary and a comprehensive benefits package, including health insurance, long-term disability insurance, and a retirement plan.

A résumé, cover letter, and list of references should be addressed to:

John Johnson, Controller
East Tennessee Foundation
520 W. Summit Hill Drive, Suite 1101
Knoxville, TN 37902
Email to: jjohnson@etf.org

Please, no telephone calls, or faxes.

EAST TENNESSEE FOUNDATION IS AN EQUAL OPPORTUNITY PROVIDER OF SERVICES AND EMPLOYMENT AND RESPECTS, CELEBRATES, AND ENCOURAGES ALL FORMS OF DIVERSITY, EQUITY OF OPPORTUNITY, AND INCLUSIVE PARTICIPATION. THE FOUNDATION PROVIDES SERVICES AND EMPLOYS PERSONNEL WITHOUT REGARD TO RACE, COLOR, ETHNICITY, GENETIC

INFORMATION, NATIONAL ORIGIN, ANCESTRY, CITIZENSHIP, RELIGION, CREED, SEX, GENDER IDENTITY, PREGNANCY, SEXUAL ORIENTATION, MARITAL OR DOMESTIC PARTNERSHIP STATUS, FAMILY STATUS, AGE, DISABILITY, ECONOMIC STATUS, MILITARY OR VETERAN STATUS, OR ANY OTHER CLASSIFICATION OR CHARACTERISTIC PROTECTED BY FEDERAL, STATE, OR LOCAL LAW