



Finance and Programs Assistant

JOB DESCRIPTION & POSTING

POSTED: January 24, 2024

ABOUT THE INLAND EMPIRE COMMUNITY FOUNDATION

Established in 1941, IECF stands as the oldest community foundation in the Inland Empire, dedicated to serving Riverside and San Bernardino Counties. With a mission rooted in fostering racial, gender, and economic equity, the foundation has become a transformative force in our communities. Stewarding more than \$125 million in assets, IECF collaborates with donors of all sizes to channel more than \$35 million in gifts and distribute over \$24 million in grants and scholarships. The foundation places a strong emphasis on using data to unveil disparities, driving its grantmaking, programs, and partnerships. By empowering and investing in communities most affected and cultivating a culture of philanthropy, IECF envisions a future marked by positive, transformative, and community-led change. As IECF expands its impact, we are seeking a Finance and Programs Assistant who will play a vital role in supporting the Finance and Grantmaking departments on this journey.

JOB SUMMARY

The Finance and Programs Assistant provides administrative and logistical support for Inland Empire Community Foundation's (IECF) busy Finance and Programs Teams. In addition, this position is the primary receptionist for IECF, answering phones, greeting visitors and maintaining a professional appearance of the front desk and lobby area.

KEY RESPONSIBILITIES

Responsibilities include assisting with monthly accounts payable and accounts receivable processes by preparing paperwork, scanning, filing and mailing. Editing, proofing and formatting grant documents in Excel and Word. Coordination of meetings, both virtual and in-person. Answering incoming calls and directing callers to appropriate staff

QUALIFICATIONS

- High school diploma; associate's or bachelor's degree in business or related field preferred but not required

- 2 years previous experience handling finance and general office responsibilities
- Strong customer service and phone skills
- Proficient computer skills, including Microsoft Office Suite (Word, PowerPoint, and Excel)
- Highly organized multitasker who works well in a fast-paced environment
- Excellent written and verbal communication skills
- Self-directed and able to work without supervision
- Solid time management skills; able to prioritize

COMPENSATION AND BENEFITS

Compensation will be commensurate with skill level and experience with an annual performance and salary review; anticipated hiring salary range for this position is \$17-\$20 per hour based on proven experience meeting the qualifications in the job description.

Generous benefits include paid medical, dental, vision and life insurance; 12 paid holidays, vacation and sick time; 401k match and more.

EEO STATEMENT

Inland Empire Community Foundation is an equal opportunity employer and makes employment decisions on the basis of merit. The company will not discriminate on the basis of race, religion (including religious dress and grooming practices), color, sex (including pregnancy, childbirth, breastfeeding and/or related medical conditions), sexual orientation, national origin (including language use restrictions), ancestry, citizenship status, uniformed service member or veteran status, marital status, age, medical condition (genetic characteristics, cancer related), physical or mental disability (including HIV and AIDS), gender, gender identity, or gender expression. It also includes a perception that anyone may have any of those characteristics or is associated with a person who has or is perceived as having any of those characteristics. All such discrimination is unlawful.

HOW TO APPLY

Please send a cover letter outlining your fit and passion for the job of **Finance and Programs Assistant** along with a resume to **Kim Potter** (kpotter@iegives.org). The position will remain open until a successful candidate is found and hired. The full Job Description for the position can be found here iegives.org/about/iecf-overview/#job-opportunities. Please check our website to determine if the posting is still open. For questions, contact **Kim Potter, Executive Assistant**, kpotter@iegives.org.

To learn more about the Inland Empire Community Foundation, please go to www.iegives.org.