



FINANCE MANAGER/BOOKKEEPER JOB SUMMARY:

The SUNY Orange Foundation, founded in 1987, is a private 501c3 organization tasked with the primary mission of generating funds and building resources to enhance learning and engagement opportunities for SUNY Orange students, alumni, and the community. We are looking for a full-time Finance Manager/Bookkeeper to join our team. This position will manage daily finances, play a key role in managing the organization's restricted and unrestricted funds and prepare for the organization's annual audit. The Finance Manager/Bookkeeper will work with the Executive Director to analyze organizational finances and develop budgets.

MAJOR RESPONSIBILITIES AND DUTIES:

OFFICE MANAGEMENT

- Responsible for accurate maintenance of Foundation's bookkeeping system, QuickBooks
- Ensure timely and accurate maintenance, update, and backup of Foundation's financial system
Will be the point person for all financial information related to the Foundation
- Maintain monthly and yearly financial files
- Responsible for the implementation and ongoing maintenance of all relevant organization policies and procedures relating to finances, as well as any new compliance procedures
- Develop draft RFP's/RFI's for all financial related services
- Work directly with the Investment and Finance Committees
- Maintain and adhere to Internal Audit Control Procedures
- Maintain confidentiality and security of donors/donations, except as contained in annual report
- Attend all Investment and Finance Committee Meetings and produce minutes of each meeting
- Attend and assist with all Foundation events as requested by Executive Director
- Attend professional development seminars as recommended by the Executive Director
- Work with other staff members to ensure that the Foundation's bookkeeping system, its donor management system and its Scholarship Award Management System are all in sync.

BOARD, COMMITTEE AND DONOR SUPPORT

- Create and present monthly financial reports for Executive Committee meetings and board meetings
- Attend Investment Committee, Audit Committee and Finance Committee meetings and prepare documents as needed.
- Other duties as assigned

FULL CHARGE BOOKKEEPING

- Full charge accounting procedures including correlating data for accountant and auditors, paying bills, making bank deposits, monitoring cash flow, and general ledger entries
- Ensure accurate accounting of all vacation/sick time accrued and used
- Provide monthly report for all gift acknowledgements

- Make necessary transfers to meet operating and expense accounts between funds (with proper signatures)
- Process all Grant (to college) disbursements, reports and ensure proper grant use
- Prepare monthly reconciliation of bank and investment accounts
- Act as primary contact for annual audit, coordinate office visit, create and provide all necessary information to auditors, including accurate trial balance
- Prepare monthly financial reports, including maintaining monthly fund balances
- Track investment activities and work with money managers as needed
- Proper tracking of unrealized/realized gains/losses
- Periodic review of investment manager fees
- Tracking of sub-fund accounting at the request of the donor
- Responsible for preparing draft restricted budget and making any necessary adjustments for presentation to the Finance Committee, Executive Committee and Full Board of Directors
- Assist Executive Director with periodic financial reviews with Finance Committee
- Responsible for monthly billing of all pledges and follow up
- Maintain and update Foundation's annual spending allocation – for annual fund disbursements
- Process, prepare and mail all annual 1099's

REQUIRED KNOWLEDGE AND SKILLS

- Bachelor's Degree in Finance, Accounting, or related work experience, preferred – SUNY Orange alum encouraged to apply.
- Strong working knowledge of QuickBooks a must, knowledge of Raiser's Edge a strong plus
- Experience with general accounting procedures, bookkeeping, investment funds and managing an internal audit
- Superior analytical skills
- General computer programs and Microsoft products such as Word and Excel
- Willingness to learn other programs related to the operations of the SUNY Orange Foundation
- Demonstrated creative and critical thinking skills
- Good communication skills – both written and verbal
- A keen eye for detail and desire to probe further into data
- Ability to stick to time constraints
- Exhibit sound judgment with the highest ethical standards
- Able to maintain effective relations with financial institutions, donors, and other stakeholders
- Familiarity with non-profit organizations a plus

The SUNY Orange Foundation is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

About SUNY Orange Foundation

A consistent fundraising leader among community college foundations in New York State, and nationally, the SUNY Orange Foundation focuses on helping SUNY Orange to remain affordable and accessible to all students through its extensive scholarship program. The Foundation awards approximately \$400,000 in scholarships annually. In addition to scholarships, the Foundation provides grants to the College to foster academic excellence and innovation through the support of programs and capital projects. Over the past decade, the Foundation played a crucial role in funding the construction of Kaplan Hall on the Newburgh Campus, as well as the Rowley Center for Science and Technology, the Gilman Center, and the Evelyn Morrison Lab School on the Middletown Campus.