

THE COLLINS FOUNDATION
POSITION ANNOUNCEMENT
7/6/2010

Assistant Treasurer

Position Overview

The Collins Foundation seeks a part-time Assistant Treasurer. This position provides support to the Treasurer, who is responsible for all financial functions of the Foundation. Primary responsibilities include assisting with ongoing financial operations such as general ledger, cash receipts and disbursements, analysis of routine accounting data, records retention and management, and reviewing and preparing reports.

The Assistant Treasurer is supervised primarily by the Treasurer, with whom the Assistant works closely to manage the Foundation's accounting, financial, and investment activity. The position also reports to the Executive Vice President for some aspects of his/her work.

The Collins Foundation is managed by a small staff and the Assistant Treasurer is involved in most areas of the Foundation's financial operations. This includes working cooperatively with the Foundation's other employees to ensure the accurate and timely payment and documentation of grants. The Assistant Treasurer occasionally helps with special projects initiated by the Executive Vice President and/or Treasurer.

PRIMARY DUTIES AND RESPONSIBILITIES

Provides administrative support to the Treasurer, including filing, correspondence, document retention, scanning, and other administrative duties as needed.

Maintains general ledger, including monthly reconciliation of all balance sheet accounts.

Prepares cash disbursements for grants and administrative expenses.

Prepares bank deposits and posting for miscellaneous receipts.

Records or ensures the accuracy of grant awards in the database following bi-monthly trustees meetings and prepares grant payments in cooperation with the Administrative Assistant, who is responsible for the grant award letters and acknowledgment forms.

Develops and maintains a document management system for all financial and investment records.

Manages vendor files and other financial/investment records to ensure conformity with the Foundation's document retention policy.

Assists with preparations for quarterly investment meetings with investment advisers and the Investment Committee.

Takes notes and summarizes information discussed at Investment Committee meetings.

Assists the Treasurer in maintenance of records for alternative investment commitments.

Assists with annual budgeting process and monitoring of expenditures.

Assists in preparation of audit and tax return workpapers.

Reconciles credit card reports and handles reimbursements for travel and other office expenses, ensuring proper and consistent account coding.

Serves as backup for investment transactions, including cash transfers, capital calls, and other related investment tasks.

SECONDARY DUTIES AND RESPONSIBILITIES

Administration

- Works with other staff to manage the Foundation's database, ensuring accuracy and conformity with grant processes; occasionally works with outside consultants.
- Gathers data and produces reports as needed.
- Responds to local, regional, and national surveys as directed by the Treasurer and/or Executive Vice President.
- Assists with Annual Report compilation, such as reviewing financial information and grants data.
- Assists the Executive Vice President and Treasurer with special/occasional projects as needed, such as annual health insurance renewal and maintenance of the retirement plan.
- Supports program staff in reviewing financial information related to grant requests

QUALIFICATIONS AND PROFICIENCIES

- Finance or accounting degree or equivalent.
- Three or more years' experience with financial systems, financial reporting, financial data analysis and providing financial advice.
- Working knowledge of word processing, spreadsheet, and database software, preferably Microsoft Word, Excel, and Access software.
- Knowledge of laws, codes, and regulations for nonprofits and private foundations.
- Attention to detail and accuracy.
- Exceptional communication skills, both written and oral.
- Excellent organizational skills.

·Abilities to:

- manage multiple tasks simultaneously
 - meet deadlines
 - work independently
 - think analytically
 - work effectively with people of diverse backgrounds and interests
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Hours and salary range

This is a part-time position scheduled at 22.5 hours per week (three days), which may develop into a full-time position over time. Starting salary range is \$24,000 to \$27,000 annually (\$40,000 to \$45,000 FTE) and includes health insurance benefits and participation in the Foundation's retirement plan.

How to apply

Send a cover letter, resume, and references to: Assistant Treasurer Search, The Collins Foundation, 1618 SW First Avenue, Suite 505, Portland, OR 97201. Review of applications will begin 7/25/2010. No calls or emails please.

7/6/2010