

POSITION ANNOUNCEMENT

ACCOUNTING AND GRANTS ASSOCIATE

Reports to: Controller

Location: San Francisco

Apply By: March 27, 2020



ABOUT THE STUPSKI FOUNDATION

The Stupski Foundation is a private spend down foundation investing all of its assets in the next 10 years to address some of the Bay Area and Hawai'i's biggest challenges.

The Foundation primarily funds organizations in San Francisco and Alameda Counties and Hawai'i that address Food Security, Postsecondary Success, Early Brain Development, and Serious Illness Care. Between 2016 and 2017, the Foundation focused on what to address in each issue area. In 2018, it focused on creating an initial set of strategies within each issue area. From 2019 onwards, the Foundation will work with its partners to determine which investments are most impactful. The Foundation will work quickly and iteratively to help create sustainable, lasting impact before closing its doors in 2029. The Foundation is also embarking upon an equity advancement process and seeks candidates who are committed to equity and who are eager to help us build our organizational culture.

ABOUT THE OPPORTUNITY

We are looking for a collaborative, detail-oriented, and organized colleague to work with our fast-paced, innovative, and growing team. Reporting to the Controller, the Accounting and Grants Associate will assist in the implementation of the Foundation's financial, grants, and operational functions. Specifically, the Associate will provide support across accounting and finance, grants administration, and operations as needed. The Associate will be instrumental in helping the Controller maintain all aspects of financial record keeping including accounts payable, general ledger, and investment accounting and the Grants Manager in processing grants. In addition, the Associate will apply his/her/their passion for social change, ability to engage with multiple stakeholders, analytical capabilities, and unique experience to advance the Foundation's mission and actively engage in ongoing diversity, equity, and inclusion efforts.

Key responsibilities for the Associate include:

Accounting and Finance Responsibilities

- Manage accounts payable including processing of invoices, entering payment information in QuickBooks, and maintaining electronic and paper files
- Review credit card statements and receipts and allocate charges in QuickBooks
- Manage the online expense reporting system and train employees on its use
- Monitor all investment communications including investment capital account statements, capital calls, distributions, and other important communications

- Record all capital call and distribution transactions in general ledger and maintain back-up of capital call/distribution details for audit purposes
- Maintain investment tracking spreadsheet through recording of monthly capital account balances and capital calls and distributions
- Support Controller on the preparation of annual tax and audit schedules
- Reconcile monthly banking and investment statements

Grants Administration Responsibilities

- Monitor and follow-up on grants pipeline, grantee reports, and payments
- Facilitate grants payment process
- Process membership, relationship, and sponsorship grants
- Maintain accurate contact and grant records in Salesforce/FoundationConnect
- Provide support to Foundation staff on the grants process and system and serve as a backup for the Grants Manager
- Provide special project support, as needed

Operational Responsibilities

- Support functions that may arise from the evolving nature of the Foundation

A successful Associate is an approachable, organized, and trustworthy self-starter who is committed to learning and growth, and possesses the following competencies and qualifications:

Core Competencies

- Manages time and resources effectively, prioritizing according to goals to meet deadlines
- Is able to enforce policies, as required, while remaining flexible to changing needs
- Makes solid decisions with good judgment, aligned with the Foundation's culture and values
- Has a strong understanding of and commitment to discretion and confidentiality
- Seeks opportunities for personal and organizational learning and improvement and proactively solicits and willingly accepts assistance and feedback
- Listens with an open mind and a deep commitment to respecting diverse viewpoints
- Forges trusting relationships with Foundation staff, external stakeholders (including the diverse communities we serve), and grantee partners

Key Qualifications

- Degree in accounting or work experience sufficient to have developed solid knowledge of basic accounting
- Experience with QuickBooks and proficiency with basic Excel spreadsheets
- Experience in grants administration preferred
- Salesforce or other grantmaking database experience preferred
- Proficiency in (or a willingness to learn) G Suite (Gmail, Google Docs, Drive, and Calendar) preferred

Compensation


The salary range for this position is \$95,000 - \$125,000, commensurate with qualifications and experience, and includes a comprehensive benefits package.

ABOUT THE APPLICATION PROCESS

The Stupski Foundation is partnering with Walker and Associates Consulting - a national strategic management consulting and search firm located in Alameda County - to facilitate this search. To apply, email a cover letter, resume, and list of three references (candidates will be notified in advance of any outreach to your references) to stupski@walkeraac.com on or before 5:00 p.m. on Friday, March 27, 2020 noting the following additional instructions:

- Use the subject line: Accounting and Grants Associate.
- To foster an open and impartial application review process that minimizes the potential for bias, please remove any reference to academic institutions from which you obtained any degree, if applicable. You should still list any degrees without reference to the school and just simply list the type of degree conferred, for example: "Bachelor of Science in Accounting."
- Submit Microsoft Word or PDF files only (one combined PDF file is preferred).

Questions? Contact Jeannine Walker, Walker and Associates Consulting, jwalker@walkeraac.com.

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The Stupski Foundation strives to foster a diverse, equitable, and inclusive culture focused on continuous learning and welcomes individuals with work and lived experiences in the issue areas and communities we seek to serve. The Foundation does not discriminate in employment opportunities or practices on the basis of race, color, religion, national origin, age, size, sex, sexual orientation, marital status, disability, or any other characteristic protected by law and is an employment-at-will company.