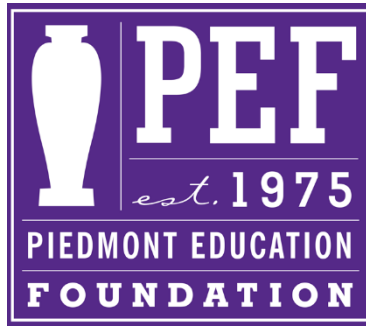




Piedmont Education Foundation (PEF)

The Piedmont Unified School District (PUSD) in Piedmont CA, is a K-12 District that includes three elementary schools, a middle school, and two high schools. PUSD relies on significant community support including parent volunteers and financial support. Our mission is to promote academic excellence, champion innovation, and provide sustained financial support to PUSD. The Foundation was founded in 1975 and currently consists of one full time Executive Director and three part time staff positions.

PEF is currently seeking a part-time **Finance Coordinator** to carry out a wide range of bookkeeping, office management and financial tracking responsibilities as well as providing support on fundraising and project budget management functions. Under direction of the Education Foundation management and oversight by the Board Treasurers, the Finance Coordinator will play a critical role in funds tracking for our annual fundraising campaigns which generate over \$3M annually.

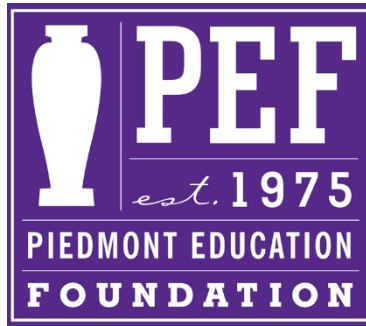
POSITION RESPONSIBILITIES:

Accounting and Financial Coordination (70%)

- Carrying out and recording relevant financial transactions as well as coordinating the financial coding of these transactions
- Overseeing the maintenance and reconciliation of bank records. General weekly bookkeeping.
- Responsible for maintaining ledgers and contributing to the regular financial reporting as well as budgeting/forecasting functions and audit related routines
- Oversight of annual organizational audit with outside vendor
- Accounts payable and accounts receivable. In-house resource for all bill payments and financial record keeping
- Campaign budget tracking; donation tracking, reconciling bank statements
- Corporate matching gift management
- Working closely with Parent Clubs and volunteer constituents on funds management and stewardship
- Oversight of Raiser's Edge donor database; maintenance, reporting, segmentation; data scrubbing
- Updating constituent data and making changes as needed
- Building standard reports in support of Director's and Board's needs
- Supporting Development and Campaign Manager in donor fund management and report development
- Supporting all fundraising and campaign activities; under the guidance of the ED and the Development and Campaign Manager, providing summary analyses of giving trends
- Running reports as needed for analysis and as requested by ED, Campaign Manager, Campaign Chairs, or Board of Directors
- Support district's student data transfer and input for use in Annual PEF Student Directory
- Running reports for fundraising tracking, analysis and acknowledgement

General Office and Other Responsibilities (30%)

- Support fulfillment of SCRIP fundraising program
- General administrative assistance for PEF Fundraising Campaigns, programs, events
- Administrative office support as needed for Executive Director, Development and Campaign Manager and Communications manager including picking up and processing mail
- Maintaining office supplies and office equipment including IT contract vendor, computer hardware and software, office use contracts
- On-site event support as needed



Finance Coordinator Position, con't.

QUALIFICATIONS FOR SUCCESS:

- Minimum Experience: 5 - 7 years of finance, accounting, database, administrative experience preferably in non-profit or education environments
- Personal characteristics associated with successful fund stewardship professionals, including sound judgment, impeccable integrity, demonstrated initiative, attitude and personality to work effectively with volunteers and donor constituents within a small community
- Enthusiastic, self-motivated and committed to excellence; not afraid to initiate change
- Capable of working well with a variety of personalities and leadership styles
- Deep knowledge and experience with Raisers Edge Constituent Management software.
- High proficiency in Constant MaestroSoft, Raiser's Edge, QuickBooks, Authorize.net and other financial management tools
- Must possess start-up mentality but be comfortable in an old-school environment
- Experienced with the diplomacy needed to work closely with volunteers and Board members
- Must have a can-do attitude and not be opposed to change management or a DIY environment
- Understanding of small to mid-size non-profit organization culture
- Demonstrated track record of sound financial management in a DIY environment
- A methodical and proactive approach to work and the ability to handle multiple projects simultaneously
- Excellent at maintaining and developing effective administrative and accounting routines
- Comfortable in a book-keeping role but eager to contribute to and take responsibility for broader financial and administrative projects
- Previous utilization of Google Tools
- Ability to work occasional nights and weekends as needed to support Board and community events

Additional Information:

This is a part-time position expected to average 10 - 20 hours/week. Hourly rate of pay will be established based on experience. This position does not include health benefits at this time. PEF is an equal opportunity employer. All candidates must pass a background check. To apply, please email cover letter and resume to resumes@piedmontedfoundation.org.