



Position: Foundation Financial Administrator (part-time)

Location: Philadelphia, PA; hybrid (Center City location, both onsite and remote)

Organization Name: Samuel S. Fels Fund

Website: www.samfels.org

Organizational Summary:

Samuel S. Fels Fund (Fels Fund) is a private foundation with a mission of advancing social, racial, and economic justice in Philadelphia, PA. The organization actively supports efforts to resist systems of oppression that impact all of us, including but not limited to white supremacy, anti-immigrant bias, and economic stratification. We envision a day when all Philadelphians can live full, meaningful, and dignified lives as valued and contributing members of our diverse and vibrant city. We are committed to exploring equitable ways to share power and resources with communities that are and have been historically excluded. The Fels Fund seeks to promote diversity, equity, and inclusion through its grantmaking priorities, relationships with grantee partners, investment principles and portfolio management, vendor relationships, and in its staff, board, and grantee capacity-building efforts. The Fels Fund's values statement can be found [here](#).

Position Description/Overview:

We are seeking a part-time Financial Administrator (FA), averaging 25 hours/week, reporting to the President, to complete our four-person team. The FA will be responsible for the Foundation's budgeting, vendor relationships, vendor contracts and grant transactions, audit coordination, proposal financial reviews, and special research projects.

The ideal candidate will have direct experience working in a financial role for a non-profit organization or private foundation, excellent computer skills, strong attention to detail (we can't emphasize this enough!), and an ability to communicate clearly, in writing and in person, with people with varied levels of financial understanding. Equally important is a demonstrated commitment to racial equity/justice, the ability to contribute to a collaborative, inclusive and learning-focused environment within a small team, offering creative thinking abilities and a caring heart. A sense of joy is a must because, hey, social justice is an uphill slog!

Key Responsibilities:

- Bookkeeping, including managing vendor relationships and coordinating grant payments.
- Manage payroll, benefits, and retirement plan transactions.
- Maintain/track the Foundation's insurance policies, affinity group memberships, and vendor contracts.
- Lead the annual budgeting/Spending Guideline planning process.
- Work with investment advisor on cash flow for grants and operations.
- Prepare quarterly summary memos to accompany the Treasurer Reports and perform financial analyses, as needed.

- Provide administrative support and coordination for the audit team, including audit firm, staff, external Accountant and Board Audit Committee.
- Coordinate filing for 5500, 990-PF, and 990-T returns with federal and state entities as well as quarterly estimated excise taxes.
- Review financial audits and/or 990 returns submitted by organizations with grant proposals.
- Incorporate occasional special projects as needed.

Qualifications:

Education

BA or BS preferred, ideally in Accounting, Finance, Business Administration or related field or related certifications. Knowledge of not-for-profit GAAP. Any combination of training and experience that would provide the required knowledge, skills and abilities will be considered.

Experience

3-5 years of related accounting/finance and operations experience preferably in private foundation/ public charity /nonprofit setting(s).

Strong technology skills including but not limited to intermediate level Microsoft Office Suite (especially Excel); Adobe; QuickBooks; online payment systems; DocuSign; and database experience. Experience with grants management software (ideally Blackbaud Grantmaking) is preferred but not required. Facility to learn and integrate other requirements of the job with any software changes and updates.

Salary/Benefits:

The salary range is \$50,000-\$55,000 (for an average of 25 hours/week) based on qualifications, experience, and strong references. Benefits package includes a 10% employer contribution to a 403(b)-retirement plan regardless of employee match, immediate vesting, 100% paid long-term disability and life insurances, \$5,000 contribution to a healthcare plan, and additional funds for professional development. Vacation includes two weeks of personal time-off along with standard Federal holidays. We also close the office the week of July 4th and the week between Christmas Eve and New Year's Day to rest and recharge.

How to Apply:

Email resume (pdf format preferred) to info@samfels.org with the words "Financial Administrator" in the subject line. No phone calls, please. We strongly encourage Black, Indigenous and/or people of color, women, those who are trans/nonbinary, LGBTQ, elderly, formerly incarcerated and with disabilities to apply.

Timeline:

We commit to responding to everyone who applies, and this may stretch our capacity, so we ask you to be patient with our response time. **Priority will be given to applications received by October 17, 2022.**