



The Boston Foundation believes that one of the great strengths of the Greater Boston community is the rich diversity of its residents in race, religion, national origin, ethnicity, sex, sexual orientation, gender identity, genetic information, age and physical abilities. The Foundation seeks to enhance and support that diversity, not only by its grant making, but also by adopting and implementing employment policies and practices designed to recognize and respond to such diversity.

The Boston Foundation is an Equal Opportunity Employer. We encourage applications from people with diverse backgrounds and experience.

All applications should be submitted online. Go to <https://www.tbf.org/who-we-are/careers> and select “Fund Administration Payables Coordinator” to complete our online application process.

Job Description

Title: Fund Administration Payables Coordinator

Department: Finance

Reports To: Assistant Director, Fund Administration

FLSA Classification: Non-exempt **FTE:** 1

Supervises: None

Hybrid Schedule (subject to change): In office 2 days a week, Tuesday and Thursday. Remote Monday, Wednesday and Friday. This schedule may change based on the department needs and meetings.

Position Budgeted: \$58,000.00 to \$62,000.00

Position Summary:

The Fund Administration Coordinator, working under the direction of the Assistant Director, Fund Administration, is primarily responsible for coordinating and processing all Donor Advised Grant payments. This position is also responsible for maintaining reports specific to grant processing and communication with grantees and donors.

Essential Functions:

- Responsible for reviewing and processing all donor advised fund grants via Smart Simple portal;
- Enters manual grant requests from donors, as needed;
- Sets up and maintains organization records for new and existing grantees;
- Conducts due diligence on all grantees;
- Ensures compliance with IRS regulations and the Boston Foundation’s policies and procedures;
- Maintains Salesforce reports to track grant issues; communicates and corresponds with grantees/fund advisors/DDS/Finance staff to ensure quick resolution;
- Works closely with other departments within the Boston Foundation to ensure seamless grant



processing;

- Monitors certain email accounts for incoming communications from grantees, internal staff and donors;
- Provides support via telephone to assist grantees with grant questions and to donors related to their contributions;
- Assists in the setup of electronic funds transfer via ACH; as needed;
- Helps identify database issues; and
- Maintains and updates processing procedures.

Other Duties and Responsibilities:

- Individuals assigned to this position may perform other duties as assigned.

Qualifications

Preparation, Knowledge, Previous Experience:

- Associate's degree or equivalent related experience required;
- Bachelor's degree or equivalent related experience preferred;
- Prefer three years related work experience, including strong database and data entry experience; and
- Experience with Salesforce preferred.

Skills, Abilities, Competencies:

- Experience with Financial systems and familiarity with accounts payables;
- Ability to handle multiple tasks simultaneously and efficiently;
- Ability to work under the pressure of tight deadlines;
- Ability to effectively manage own workload and prioritize tasks;
- Strong attention to detail;
- Customer Service experience;
- Proficient computer skills utilizing Microsoft Office products, including Outlook, Word and Excel;
- Excellent verbal and written communication skills, including strong telephone skills;
- Solid organizational skills; and
- Ability to interact well with a diverse range of people.

Working Conditions & Physical Demands:

- Ability to sit for long periods of time;
- Ability to use a computer keyboard for extended periods of time; and
- Ability to work onsite and remotely, as required.

The content is intended to describe the general nature and level of work being performed by persons assigned to this job. It is not intended to constitute an exhaustive list of all responsibilities and duties required.

External and internal applicants, as well as position incumbents, who are or become disabled as defined under the Americans with Disabilities Act or applicable state law, must be able to perform the essential functions of the job (including those listed above) either with or without reasonable accommodation. Reasonable accommodation, if any, will be determined by



management in consultation with the employee on a case-by-case basis.

This job description is intended to be general and may be revised from time to time. At management's discretion, the employee may be assigned different or additional duties from time to time.

Revised 7-2024