



Join Our Team!

We're hiring for the role of Finance Associate

The Position:

The Finance Associate is a full-time, exempt role at the heart of the Community Foundation's financial operations. This position ensures that donors, nonprofit partners, and vendors receive accurate, timely, and service-oriented stewardship -- spanning gift and grant processing, accounts payable, bank reconciliation, and tax compliance. The Finance Associate also plays a visible role in powering Old Bill's Fun Run, one of the region's most innovative philanthropic events. This is a great opportunity for a detail-oriented finance, operations, or accounting professional who wants their work to matter locally.

Reports To: Chief Financial Officer

To Apply: submit the following to careers@cfjacksonhole.org by April 12th:

- a cover letter outlining why you're a great fit for the role
- your resume
- three professional references, including at least one direct supervisor (references will not be contacted until advanced stages of the interview process)