



Job Description

Job Title: Director of Finance

Reports To: Executive Director

Summary: The primary responsibility of the Director of Finance is to protect the Community Foundation's integrity by ensuring the organization's investments and finances are reported to stakeholders accurately and on time.

Essential Duties and Responsibilities include the following:

- Oversee and/or complete all of the accounting functions within the organization, such as:
 - The completing of monthly/quarterly financial reconciliations
 - Preparation of financial documents that will ensure accuracy and also be reported to CF board members
 - Complete internal administrative functions such as the running of payroll, managing cash positions to cover obligations, employee benefits, and the payment of CF vendors
- Maintain and develop strong internal controls as well as risk management processes and insurance coverages
- Communicate with investment partners while forwarding donations and/or collecting the dollars associated with the CF's administrative and recommended grants
- Work directly with CF accounting partners to ensure all auditing and tax reporting is completed in a timely manner
- Ensure the beneficiaries of trusts on which the CF is trustee receive updated payment schedules and timelines surrounding tax reporting
- Look for and execute improvements to financial reporting practices to ensure their ongoing effectiveness
- Provide leadership by communicating directly with CF staff, donors, and board members regarding the financial health of the organization

Required Knowledge, Skills and Abilities:

- Minimum 7 - 10 years previous experience in an accounting role within an organization (CPA preferred)
- Proficiency in GAAP and knowledge of FASB and IRS regulations/standards as they apply to nonprofit agencies
- Excellent computer skills, especially accounting related software, Word, Excel, and Outlook. Experience with fund accounting and trust systems (Foundant, PG Calc) a plus
- Possess strong organizational skills and attention to detail necessary to prioritize multiple demands on time
- Demonstrate a professional level of verbal, written and listening skills



Supervisory Responsibilities

The Director of Finance will have at least one direct report to assist with the day-to-day workflow within the department.

Other Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

- Problem Solving - Gathers and analyzes information skillfully; Works well in group problem solving situations
- Customer Service - Responds promptly to customer needs, responds to requests for service and assistance, meets commitments
- Interpersonal Skills - Maintains confidentiality
- Oral Communication - Listens and gets clarification, responds well to questions, participates in meetings
- Written Communication - Writes clearly and informatively, edits work for spelling and grammar, varies writing style to meet needs
- Teamwork - Contributes to building a positive team spirit, puts success of team above own interests
- Ethics - Treats team members with respect, keeps commitments, inspires the trust of others, works with integrity and ethically, upholds organizational values
- Organizational Support - Follows policies and procedures, completes tasks correctly and on time, supports organization's goals and values
- Planning/Organizing - Prioritize and plans work activities, uses time efficiently
- Professionalism - Approaches others in a tactful manner, treats others with respect and consideration regardless of their status or position
- Quality - Demonstrates accuracy and thoroughness, looks for ways to improve and promote quality, monitors own work to ensure quality
- Quantity - Completes work in timely manner, strives to increase productivity
- Attendance/Punctuality - Is consistently at work on time
- Dependability - Follows instructions, responds to management direction, takes responsibility for own actions, completes tasks on time or notifies appropriate person with an alternate plan
- Initiative - Asks for and offers help when needed
- Innovation - Generates suggestions for improving work

Certificates, Licenses, Registrations

Valid driver's license and automobile insurance

Hours of Work Required: 40 hours per week, 5 days per week. Salaried position with benefits.