

POSITION OPENING

Position Title: Vice President of Finance

Date Created: December 2018

Department: Finance

Updated: n/a

Reports to: President/CEO

Positions Supervised: Finance Specialist
Accounting Associate

General Job Purpose: This position leads, manages and evaluates the Community Foundation's financial activities including planning, forecasting and analysis; development and management of accounting and investment procedures, compliance, and budgets. This Vice President ultimately ensures the timely accuracy of all financial reporting activities. Member of Executive Team and interface with the Board Treasurer, Investment Committee Chair and Audit Committee Chair.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Oversee all aspects of the Community Foundation's financial assets and maintain effective internal controls in a manner that is readily understood and adhered to by all staff. Ensure compliance with FASB and other accounting regulations such as generally accepting accounting principles; regulatory filings including 990.
2. Know and ensure all finance and investment activity complies with National Standards for Community Foundations.
3. Responsible for all aspects of annual audit as well as Audit Committee.
4. Provide financial reports and analysis for internal and external use: includes financial statements for the Board, quarterly dashboard, and internal reports.
5. Work closely with Investment Consultant and Investment Committee in the management of manage all invested assets, limiting risk while maximizing long-term returns of the organization and ensuring adherence to Investment Policy Statement. Includes responsibility for all aspects of Investment Committee and relations with investment advisors/managers.
6. Identify and develop expanded financial opportunities for revenue achievement and expense control to further support the financial needs of the organization. Includes review and updating of financial policies such as spending and Foundation support changes.
7. Develop a long-term, strategic financial assessment related to all major decisions affecting the Community Foundation, including development of strategic plans and updates.

8. Prepare and monitor annual operating budget. This includes responsibility for all aspects of Finance Committee in their oversight of the Community Foundation expense and revenue reports, policies and recommendations in alignment with the current strategic plan.
9. Provide Executive Team with quarterly financial updates by department, forecast and cash management information, spending rate calculations on endowment funds and income available to spend and other information needed for development and grantmaking/community initiatives strategic goals.
10. Oversight and ultimately responsible for all accounting activities: accounts receivable, accounts payable, payroll, general ledger, fund management, tax filings, monthly reconciliation of cash and investment accounts and unitization of investment accounts/pools, accuracy of fund statements, calculation of quarterly administrative fee on funds, new fund set up and coding.
11. Working in partnership with Vice President of Development:
 - a. Develop annual development department budget.
 - b. Produce and deliver quarterly accurate donor fund statements.
 - c. Maintain solicitation license in appropriate states.
 - d. Provide forecasting for prospective funds.
 - e. Work with donors to receive gifts such as stock gifts, gifts of complex assets, and planned gifts.
 - f. Provide donor information related to investment management and performance.
12. Working in partnership with Vice President of Grantmaking/Community Initiatives
 - a. Develop annual grantmaking/community initiatives budgets.
 - b. Provide forecasting for grant budgets and strategies.
 - c. Develop proposals/contracts to provide Private Foundation Services as offered in the Community Foundation's Scope of Services.
 - d. Provide financial reports and updates to Private Foundations per contract.
 - e. Provide financial reports and updates to conversion fund(s) committees or key members.
13. Ensure publications correctly reflect the Community Foundation financial policies and data including annual reports, newsletters, brochures, website, etc.
14. Oversee special projects such as FSG cost study and others as assigned by President/CEO.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

1. Bachelor's Degree in the areas of finance and accounting. Advanced degree preferred and/or CPA preferred.
2. Five-ten years of successful experience as a Financial Executive.
3. Experience and knowledge of the nonprofit sector, foundations, public/fund accounting and investment management.
4. Experience and knowledge of planned-giving and gifts of complex assets such as real estate, farmland, etc.

5. Supervisory experience required
6. Excellent written, verbal, analytical and interpersonal skills. Able to translate financial terms for non-financial audiences.
7. Advanced organizational and leadership skills, strategic thinking, and capacity to see both the larger picture and the detailed steps needed to achieve it.
8. Ability to make well-reasoned decisions as a part of a team and in the best interests of the Community Foundation for the present and future, and the ability to work and plan collaboratively and effectively with individuals of diverse backgrounds.
9. Leadership with strong initiative and self-directing skills, creativity, and promotion of innovation.
10. High level of personal and professional values of integrity, ethics, trust, honesty and teamwork.
11. Computer proficiency in all Microsoft Office components and industry specific software. Must be proficient in excel, word processing, databases, and navigating the Internet.