



Position: FINANCE OFFICER

Description of Position:

The Finance Officer is a full-time, exempt staff position whose primary responsibility is to assist with the Foundation's accounting and reporting activities, including recording monthly investment returns, reviewing monthly bank reconciliations, and verifying event gift entry for completeness and accuracy. During the Old Bill's and Tin Cup event seasons, the Officer is the primary reviewer for cash gifts and plays an integral part in event gift management and the overall success of the events.

The Officer works closely with the CFO and COO to manage the Foundation's financial and operating functions and meet the Foundation's long-term strategic goals and objectives. S/he also works closely with the Vice President – Philanthropic Services and the Director of Programs & Outreach to efficiently and effectively serve donors, fundholders and nonprofit constituents.

Reports To: Chief Financial Officer

Primary Duties and Responsibilities:

➤ **Finance & Accounting**

- Manage preparation and review of monthly and quarterly journal entries and account reconciliations, including bank/investment accounts and pass-through funds.
- Oversee operational processes, including but not limited to: cash receipts, cash disbursements, accounts payable, and grants payable.
- Enter gift, grant and other general ledger adjustments as needed.
- Serve as primary reviewer for event gift processing and assist with related internal account reconciliations.
- Assist with event and discretionary grant application processing in terms of application review and corresponding fund and profile set up and maintenance.
- Process quarterly and annual administrative fees.
- Work with CFO to enter and allocate investment activity monthly.
- Create monthly internal Financial Statements.
- Provide investment performance summaries for quarterly fundholder statements.
- Prepare regular financial and grant approval reporting for Board, Executive, Investment and Audit Committee meetings.
- Attend and create minutes for Investment and Audit Committee meetings.
- Assist with preparation and monitoring of the annual operating budget.
- Work with CFO and external CPAs to prepare for and coordinate the Foundation's annual audit and IRS reporting, including preparation of draft financials and supporting documentation.
- Assist CFO with preparation of all state and federal information filings and surveys.
- Complete Council on Foundations and other industry surveys.

➤ **Operations & Information Technology**

- Maintain a working knowledge of computer systems, with an emphasis on iPhi.
- Undergo in depth training on iPhi software, researching opportunities for increased efficiencies in processing, and share findings with colleagues.

- Seek out opportunities for iPhi software enhancements and coordinate submission of requests to iPhi representative
- Assist the COO in implementation of IT enhancements, in iPhi and firmwide, when needed.
- Continue to look for opportunities to streamline the efficiency of financial reporting, gift and grant processing, and investment return allocations.

➤ **Other**

- Maintain working knowledge of current generally accepted accounting principles and industry specific accounting principles, including fund accounting, generally accepted auditing standards and industry best practices.
- Assist the CFO with financial analyses, projections, and modeling, as needed.
- Support other staff and Foundation activities and/or special projects as needed.

Skills/Experience Required:

➤ **Prior experience**

- 3 years or more of relevant experience, including knowledge of fund accounting, finance and general business administration.
- Board relations and investment experience desirable.
- Nonprofit industry experience or familiarity with nonprofit organizations and business models.

➤ **Education**

- Bachelor's degree in business or accounting. CPA preferred.

➤ **Skills required:**

- Excellent attention to detail, analytical skills, and critical thinking.
- Strong organizational skills and ability to prioritize, create own work plan, creatively problem solve, and exercise good judgment.
- Excellent oral, written and interpersonal communication skills necessary to maintain cooperative working relationships and interact effectively with colleagues, supervisors, volunteers, grantees, and donors in a small office environment.
- Excellent computer skills, with advanced proficiency in Excel; ability to learn specialized nonprofit management software.

➤ **Competencies required:**

- **Adaptability & Flexibility:** Actively seek out and carefully consider the merits of new approaches to work.
- **Initiative:** Demonstrating a commitment to effective job performance by working independently and following through with persistence to get the job done.
- **Lifelong Learning:** Demonstrating a commitment to self-development and improvement of knowledge and skills.
- **Teamwork:** Working cooperatively with others to identify roles, establish productive relationships, and meet team objectives.
- **Business Ethics:** Impeccable moral and ethical standards and conduct.
- **Embracing Diversity:** Demonstrate sensitivity, flexibility, and open-mindedness when dealing with different values, beliefs, perspectives, customs, or opinions.

Salary: \$65,000, commensurate with experience