



## Position Description

**Position Title:** Director of Finance/Treasurer

**Reports To:** President/CEO

**Date of Last Revision:** December 2016

**FLSA Status:** Exempt; Full-time

### Position Summary:

The Director of Finance reports to the President/CEO and is a member of the Senior Leadership Team. This position is expected to work collaboratively with other members of the Senior Leadership Team. The Director of Finance leads the finance team and is responsible for the Foundation's overall financial management. The Director of Finance also supports the work of the Foundation's Audit and Finance and Investment committees of the Board of Trustees. The Finance Director develops and maintains relationships with key financial individuals, organizations, and financial institutions.

As a corporate officer of the Foundation, the Treasurer has legal responsibility to the Board of Trustees. The Treasurer is responsible for the accurate accounting of all assets of the Foundation and deposits all funds received to the credit of the Foundation in such banks and depositories as the Board of Trustees may designate and reports to the Chair and Board of Trustees on related matters whenever requested in accordance with Foundation policy and Federal and State laws.

### Essential Accountabilities:

#### 1. Senior Leadership Teams

- Serves as a member of the organization's senior leadership team. The purpose of this team is to *ensure cultural stewardship, strategic leadership, and decision making on behalf of the whole.*
- Serves as a member of the Administrative Team.

#### 2. Financial Accounting and Reporting, Budgeting, and Cash Management

- Recommend new and updated financial, internal control and accounting policies for adoption by the organization and develops and implements effective financial and accounting systems and procedures.
- Develops for Committees, Board, President/CEO and senior leaders, financial reports, information and analysis that supports short-term and long-term financial planning and forecasting as well as strategic and program planning for the Foundation.
- Manages activities related to the Foundation's annual audit by an independent external auditor and works directly with the external auditor and Audit Committee to present

annually the audited financial statements to the Audit Committee and Board.

- Recommends and monitors the Foundation-wide integrated financial budget. Works with President/CEO, VP, and senior leaders, to prepare annual budget projections and monitor budget progress. Provides ongoing review and updating of budget and financial projections. Presents budget projections to President/CEO and senior leadership team. Presents budgets to the Finance and Investment Committee and the Board of Trustees.
- Ensures the preparation and supervises all activities related to the annual private foundation 990PF tax return.
- Develops and ensures implementation and monitoring of long-term cash flow projections in connection to the strategic plan and investment return projections.
- Develops and maintains relationships with key financial institutions, organizations, and individuals.

### **3. Treasurer**

- Corporate officer of the Foundation appointed by the Board.
- Ensures that financial transactions, policies, and procedures meet organization objectives, needs, and regulatory body requirements. Supervises the organization banking function.
- Reports the overall financial health of the Foundation to the Board

### **4. Compliance and Risk Management**

- Ensures compliance with all federal, state and local laws, codes, regulations, Foundation policies related to finance, taxes, budgets, investments, information systems, grants compliance and ensures all required returns and payments are accurate and filed timely.
- Ensures compliance with Court orders.
- Manages Foundation risk by ensuring that assets of the Foundation are protected and the risk of loss is mitigated by recommending appropriate policies, developing procedures or obtaining insurance coverage.

### **5. Investment Management**

- Monitors the reporting on the Foundation's investment portfolio and ensures discretionary investment manager is following Foundation policies. Promptly reports to Finance and Investment Committee Chair of the Committee and President/CEO any concerns or discrepancies related to investment reporting.
- Provides information to Finance and Investment Committee related to payout policy.
- Ensures implementation and monitoring of the Foundation's payout policy.
- Assists Finance and Investment Committee with strategic investment policy statement development.
- Develops and maintains key relationships with the Foundation's discretionary Investment Manager and Investment Consultant.

### **6. Other**

- Reviews mission-related investments and presents to the Finance and Investment Committee mission-related investment opportunities for Board of Trustees approval.
- Completes special projects or assignments that the President/CEO may assign.
- Serves on organizational teams as appropriate.

### **Supervisory/Work Direction Responsibilities:**

Supervisory responsibilities include managing, coaching, mentoring, assessing work performance/providing feedback and, when necessary, dealing with disciplinary issues with employees under their supervision. Supervisors are expected to understand and hold employees accountable to the policies and procedures of the organization and to ensure their team members are working within their team and with others in the organization in a respectful and effective manner. Supervisors are expected to consult with the President/CEO or HR Director if serious personnel issues arise. Supervisors are expected to work collaboratively with HR during employee recruitment and search processes for members of their team and to make hiring decisions for their team.

*Supervises the following positions:*

Senior Accountant  
Accountant  
Payroll/Finance Assistant

### **Education and/or Experience:**

- Formal preparation requires an advanced degree in accounting or finance, preferably a master's degree.
- CPA certificate or equivalent knowledge and experience preferred
- Ten years' experience in accounting and finance preferred.
- Business administration and management knowledge and experience.
- Five or more years of supervisory and/or management responsibility preferred.
- Must be a self-starter, motivated to function without direct supervision.

### **Other Skills & Abilities:**

- Must have excellent professional abilities, such as personnel management, verbal and written communication, leadership skills, interpersonal skills, conflict management skills, intercultural competence and emotional intelligence.
- Proficiency with common PC applications, particularly spreadsheets and charting.
- Experienced in foundation, endowment or other nonprofit financial practices preferred.
- Experience in audit processes and completion of nonprofit annual tax returns.
- Understanding of investment concepts and practices.
- Ability to support and model organization values and operating procedures.
- Ability and willingness to learn and adapt to changing needs of the organization.
- Knowledge of and experience with rural issues.
- Ability to thrive in an adaptive culture that relies on teamwork and shared leadership.

### **Typical Physical Requirements for the Position:**

- Sitting at desk/computer up to 8 hours per day
- Repetitive motion of hands, fingers, wrists 4 to 8 hours per day
- Occasional travel required