



DEKALB COUNTY  
COMMUNITY  
FOUNDATION

<b>DOCUMENT: JOB DESCRIPTION</b>	<i>Job Title: Finance Director</i>
	<i>Reports to: Executive Director</i>
	<i>FLSA Status: Part Time (20 hours per week), Exempt</i>
	<i>Date Last Updated: May 2016</i>

## SUMMARY

The Finance Director maintains the financial integrity of the Foundation by ensuring the accurate and timely accounting of finances and investments according to the policies and procedures developed by the Board of Directors. The individual is a full participant in achieving Foundation objectives, with oversight and/or direct responsibility for financial and bookkeeping services, including preparation of financial analyses, income and expense reports, budgets, documented policies and procedures, internal controls and governmental reports, payment of grants, payroll and financial aspects of benefits administration, and support of the annual independent audit.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

### Financial Management (75%)

- Oversee all accounting functions: review expenditures, payables and receivables, quarterly fees and general ledger entries; review and monitor timely account and general ledger reconciliations and financial statement reporting; and ensure proper internal financial controls.
- Prepare and monitor the annual operating budget, including long-range planning and analysis as needed, and provide relevant, timely financial reporting to staff and Board of Directors.
- Ensure the process documentation related to authorization, opening, and closing of all accounts as well as recording and depositing contributions.
- Ensure the production of regular financial reports including, but not limited to, balance sheet, monthly total agency and operating statements of activity, grant payout projections, and budget reviews.
- Monitor financial performance vs. targets, financial analysis and forecasts as needed; develop and maintain strong internal controls as well as risk management practices and insurance coverages.
- Plan for and manage the audit by an outside independent auditor, ensuring the preparation of schedules and information as required for a timely & efficient process .
- Ensure completion of all financial reporting (i.e. Form 990, AG990, tax returns, 1099's) required by federal, state or local governmental entities in compliance with relevant regulations.
- Serve as the lead staff support to the Finance Committee by working with the Executive Director and Chair to set meeting agendas, post meeting packets with relevant information, and ensure that meeting minutes are taken.
- Project monthly cash requirements to ensure adequate funds to cover obligations and review asset allocations to identify funding sources; execute orders to process redemptions and transfers; manage payroll, employee benefits, grant payments and fixed asset and depreciation schedule activities. Ensure timely deposit and receipting of donations.

- Assist Program Staff as needed to review financial viability of grant applicants.

#### Investment Management (10%)

- Coordinate the Finance Committee's implementation of investment and spending policies, asset allocation, and investment consultant hiring and evaluation. Serve as primary liaison for all financial advisors/service providers.
- Serve as the primary contact for and work closely with the Foundation's investment consultant, custodian, and managers to assure adherence to the Foundation's investment policy guidelines.
- Work with investment consultants and managers to prepare investment and asset analysis reports for the Finance Committee and full Board of Directors.
- Implement instructions for asset management, including working with the Investment Consultant to execute transactions of the portfolio as approved by the Finance Committee.
- Reconcile monthly investment statements to general ledger; complete investment revenue and fee projections; ensure generally accepted accounting principles (GAAP) are applied in all transactions.
- Work with Investment Consultant and Finance Committee to periodically review (and update as needed) the DCCF Investment Policy Statement.

#### Fund Administration (5%)

- Provide structure and oversight to fund administration, ensuring accuracy is maintained, donor intent is followed and funds are administered in accordance with fund agreements.
- Ensure the availability of Fund Statements for all funds at least semi-annually, or more often if requested and provide additional communication to fund representatives as needed.
- Calculate and update each fund's available-to-spend/distribute amounts on a regular basis and in accordance with the Foundation's current spending policy.
- Reconcile fund accounts monthly.

#### Donor Service (5%)

- Provide information as needed relating to fund establishment, fees, spending policy, and investment philosophy, strategy and performance to donors and others.
- Assist donors with gifts of stock or other non-cash contributions; authorize stock sales according to policy.
- Interact with donor's financial and investment advisors as needed.

#### General Responsibilities (5%)

- Serve as a senior member of the Community Foundation's management team. Support and contribute to organization-wide efforts. Identify and resolve key strategic issues or changes within the organization including organizational structures, management process and procedures.
- Supervise DCCF Administrative Manager in areas of financial functions associated with that role, providing regular feedback, support, and formal annual evaluation of performance.
- Attend DCCF staff meetings and appropriate DCCF Board/Committee meetings to ensure cross-functionality and information sharing with fellow DCCF colleagues.
- Attend applicable professional training, community networking and committee meetings, representing the DCCF.
- Adhere to the policies and procedures of the DCCF and National Standards for Community Foundations.

- Other duties as assigned by the Executive Director.

## **ESSENTIAL KNOWLEDGE, SKILLS, AND ATTRIBUTES**

- Fundamental concern for others and belief in the power of philanthropy.
- Commitment to community and to providing excellent customer service.
- Strong working knowledge of accounting, endowment management, and financial markets/investment management.
- Understanding of the local nonprofit community.
- Experience with Boards, volunteers, donors, and in high-level external relationships.
- Demonstrated organizational and management skills, strategic thinking, analytic and math skills, and ability to see both the larger picture and the detailed steps needed to achieve it.
- Exceptionally high level of personal and professional integrity and ethics; ability to handle sensitive and confidential information with discretion and judgment.
- Strong interpersonal skills with demonstrated ability to build high levels of trust and confidence with internal and external partners and staff colleagues; ability to work collaboratively and effectively with individuals of diverse backgrounds.
- Strong written, verbal, and presentation skills and ability to translate financial terms for non-financial audiences.
- Proven experience in making difficult decisions and setting priorities.
- Ability to be flexible and work comfortably in a fast-paced environment.
- Ability to organize multiple tasks/projects, as well as prioritize tasks within projects.
- Ability to work under deadline pressure.
- Demonstrated leadership with strong initiative and self-directing skills; ability to be resourceful and action-oriented.
- Strong supervisory skills.
- Experience in the area of financial audits and regulatory compliance.

## **EDUCATION/EXPERIENCE**

- Minimum of a Bachelor's degree in Accounting, Finance or Business Administration with accounting concentration. Graduate degree a plus.
- CPA highly preferred.
- Minimum of five years of fund and/or investment accounting experience.
- Proficiency in GAAP and fund accounting, and knowledge of FASB and IRS regulations/standards as they apply to nonprofit agencies.
- Excellent computer skills, especially accounting related software, Word, Excel, Outlook and relational database programs and aptitude to learn new programs quickly.
- Experience in and knowledge of the nonprofit sector, foundations, and investment management.

## **KEY PERFORMANCE INDICATORS**

- A 'clean' annual audit of the Foundation.
- Demonstration of effective financial stewardship through accurate monthly accounting of all Foundation assets.
- Strong, positive working relationships with the Investment Consultant, Finance Committee, DCCF staff, and other Foundation stakeholders.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made for individuals to perform the essential functions. This job description does not state the above are the only duties and responsibilities to this position. Employees holding this position will be required to perform any other job-related duties as required. In no way does this job description constitute a contract, implied or otherwise.