Finance & Operations Director Job Description

Position description:

The Financial & Operations Director needs to be financially literate, detail oriented and skilled at project management. The F&O Director is the organization’s financial advisor and key contact for existing fund holders. The F&O Director reports to the Executive Director and is charged with ensuring the accuracy of all financial data, providing budgets, creating turnkey materials, and producing timely financial reporting.

Job Responsibilities:

Duties and responsibilities include, and are not limited to:

Finance
- Maintain an accurate set of accounting records
- Develop an annual budget for the Foundation
- Oversee the financial operations of the Foundation – reporting financial and investment reports, as well as manage the annual audit
- Produce and file the regulatory reports of the Foundation, including Federal and State reports, annual notification of availability of the reports for public inspection, and an annual report
- Maintain current reconciliation of all accounts
- Receive, organize, and approve the operating expenses
- AR/AP of operating accounts, DAFs, and other funds
- Financial accounting for all fundraising, program, and emergency funds
- General prep and follow up for Finance/Audit/Investment Committee which includes prepare documents, sending reminders and minutes
- Supervise bookkeeper and audit workflow
Operations
• Member of office building’s HOA
• Contract and manage janitorial staff, signage, and repairs for office
• Conference Room Management Software
• HR responsibilities including insurance, payroll, benefits
• Research industry practices and refine fund guidelines
• Monitor progress of approved grants, fund and fiscal sponsorships – reporting to the Board at annual meeting
• Develop & refine turnkey packets for investors
• Writing and researching a variety of written reports and grant applications
• Identify client needs and proactively find solutions or options
• Spearhead National Standards Certification and other compliance reports

Project management
• Assist with events and marketing material development, including compliance with events -- including but not limited to taxation, insurance, waivers

Personal Qualifications:
• A degree in business, finance, accounting, or a closely related field is preferred
• Experience in finance, accounting, development
• Knowledge of fundraising activities and the instruments associated with gifts, endowments, planned gifts, and corporate and foundation gifts and grants
• Excellent organizational management skills – manages the overall operations of the Foundation
• Analytical skills – investigates and problem solves a broad range of issues
• Flexibility – manages several tasks simultaneously, with attention to time management and prioritization of tasks
• Excellent interpersonal communication skills, both written and oral

Compensation:
• 40 hours/week – flexible scheduling possible
• Simple IRA, PTO, Paid Holidays, Health Insurance benefits
• Compensation will be commensurate with experience