

# 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, producing timely financial reporting, and managing general operations of the Foundation.

## **Job Responsibilities:**

Duties and responsibilities include and are not limited to:

### **Finance**

- Maintain an accurate set of accounting records according to Generally Accepted Accounting Principles
- Prepare the annual budget for the Foundation
- Oversee the financial operations of the Foundation – reporting financial results, as well as manage the annual audit and tax return filing
- Produce and file regulatory reports of the Foundation, including Federal and State reports
- Provide financial results for the annual report and quarterly website updates
- Manage cash and investment activities, including calculating and charging fees
- Provide monthly reconciliations of key general ledger accounts including banks, investments, and liabilities
- Review, verify approval, and manage the process, of the operating expenses and grants
- Financial reporting for fiscal sponsorship funds monthly
- Financial reporting for operations and all other funds quarterly
- Financial reporting for operations to the board at the annual meeting
- General prep for the finance committee which includes providing financial and other documents, an agenda, and taking meeting minutes
- Supervise the accounting and administration assistant

### **Operations**

- Maintain good working relationships with fundholders and fiscal sponsorships
- Serve as treasurer of office building's HOA and provide accounting services
- Contract and manage janitorial staff, IT, signage, and repairs for the office

- HR responsibilities, including insurance, payroll, and benefits
- Research industry practices and refine fund guidelines and policies as needed
- Manage annual insurance renewals
- Provide information and reports for 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, including compliance requirements, insurance, and waivers
- Create meaningful reports for management, the board, fundholders and the community to use for informed decision making

### **Personal Qualifications:**

- A degree in accounting, finance, or business is preferred
- 5 years of experience in finance or accounting
- Knowledge of fundraising activities, corporate and foundation gifts and grants, endowments, and planned giving activities
- Excellent organizational management skills – manages the overall financial and operations activities 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

### **Additional Skills Required:**

- Proficient with Microsoft Office Suite, especially Excel
- Proficient with QuickBooks and/or other accounting software systems

### **Compensation:**

- Annual compensation range is \$75,000 to \$80,000, commensurate with experience
- 40 hours/week – flexible scheduling possible
- Simple IRA, PTO, Paid Holidays, and Health and Life Insurance benefits

### **About us**

The Community Foundation serving Southwest Colorado facilitates the growth and effectiveness of philanthropic contributions and expands the culture of giving to meet the needs of our communities.