



BARBERTON

COMMUNITY FOUNDATION

Title: Director of Finance (DOF)

Department(s): Accounting/Finance/Investments, Human Resources, Property Management, Information Technology

Reports to : Executive Director of the Foundation (ED)

Hours: Full Time; Monday – Friday 8:30am to 4:30pm

Job summary:

The Director of Finance (DOF) is charged with all finance, accounting, human resource and program related investment functions through serving as an advisor to the Board, its committees, all fund holders and the staff. This position will also assist the ED in management related to Foundation-owned properties.

The accounting and finance functions include performing and overseeing all financial reporting and presentations, the annual budget and spending policy process, cash management to meet granting, investment and operational needs, coordinating the annual audit process, and fulfilling the Foundation’s annual IRS filings and related compliance requirements.

The DOF will execute all investment directives and portfolio transactions in coordination with advisors, managers and the custodial bank. The DOF will also provide certain financial information and advise on ways to best meet the community granting needs while controlling expenditures within the constraints of its spending policies. The Foundation’s unique economic development projects require financial analysis and oversight which will be the responsibility of the DOF through monitoring, accounting for and reporting on the Foundation’s program-related investments, while working in connection with its economic development partners.

The DOF shall provide timely information on fund balances and transactions to fund-holders to assist in the execution of their philanthropic wishes. This may include: cash intake for fund-related events, coordinating event registrations and expenditures, and guidance regarding planning the event (in coordination with other Foundation staff). The DOF will also be responsible for maintaining key community stakeholder relationships for those aligned with the Foundation.

The DOF should be a true self-starter who works independently with initiative and self-managed deadlines. The DOF will proudly represent the mission and vision of the Foundation as determined

by the Board of Directors and the Executive Director. The Foundation is an exceptionally fast-paced workplace where an innate sense of pace and urgency and the ability to work productively and proactively, both independently and as part of a team, will be required for this position. The DOF will be self-directed, proactive, responsible, and able to meet deadlines and budget requirements.

The DOF responsibilities include:

- Maintain accurate accounting system and financial records, including activity for each fund;
- Oversee and conduct all financial and accounting activity, including posting of gifts, vendor invoices and general journal entries;
- Perform weekly check disbursements for grants, scholarships and vendor payments;
- Perform monthly, quarterly and annual accounting and closing procedures, including reconciliation of all accounts and ledgers to subsidiary modules;
- Coordinate investment transactions in connection with the investment advisor, custodian and managers, as directed by the Finance/Investment Committee;
- Perform all cash management and monitoring functions to meet investment, operating and granting needs;
- Reconcile all bank and investment statements monthly;
- Produce monthly, quarterly and annual reports including, but not limited to, balance sheet, profit & loss statement, investment dashboard, operating budget forecast, and fund statements;
- Prepare and present the annual operating budget, starting annually in October for final board approval in November, in cooperation with the staff and Finance/Investment Committee;
- Plan for and manage the annual audit conducted by an outside accounting firm;
- Coordinate all annual IRS filings, including Forms 990 and 990-T and 1099's to vendors;
- Prepare all other financial reporting require by federal, state or local governmental entities;
- Support Board of Directors, including Finance/Investment, Economic Development, and Governance Committees, by serving as advisor on all finance and operating matters, providing financial and committee-related reporting and analysis, and developing financial tools to further the mission and goals of BCF;
- Perform HR-related duties:
 - Manage all payroll activities, including online payroll and 401(k) entry, and related accounting,
 - Perform insurance benefits administration for all staff,
 - Coordinate on-boarding of new hires, separation at exit, and other staffing changes,
 - Maintain PTO calendar; reconcile employee PTO accruals monthly,
- Coordinate management of Foundation-owned properties including the Armory/Stark State Satellite Campus, as well as future properties the Foundation may own, along with the Executive Director;
- Maintain risk management and monitoring procedures, including internal controls for accounting, investments, payroll, IT, as well as building security and insurance coverages;
- Work with Executive Director and Governance Committee to update and maintain Foundation policies, procedures and guidelines;

Responsibilities, continued:

- Provide information relating to fund establishment, fees, spending policy, and investment philosophy, strategy and performance to fund-holders, donors and others;
- Continually foster relationships with donors and fund holders, serving as liaison between the Foundation and these stakeholders. Communicate information as needed to donors and prospects, assisting with gifts of cash, stock or other non-cash contributions; authorize stock sales according to policy;
- Work with the Foundation's attorneys to obtain legal opinions as needed to continue the work of the Foundation while remaining in compliance with all rules and regulations;
- Maintain strong and effective relationships with outside professionals, including investment advisors, managers and custodians, bankers, insurance brokers, and other vendors;
- Perform and manage all accounting, financial reporting, budgeting, cash management and cash disbursement procedures for a smaller, separately managed private foundation (utilizing QuickBooks);
- Be a proactive, committed member of the BCF team and exhibit this commitment by adhering to BCF policies and procedures;
- Have strong moral and ethical values that reflect positively on the Foundation; and
- Be in alignment with the cultural values and guidelines implemented by the ED and the Board.

Education and skill requirements:

- Qualified candidates will have a bachelor's degree in Accounting or Finance, and CPA or CMA required; five years of experience in nonprofit fund accounting desired;
- Entrepreneurial thinker with highly evolved relationship building skills and ability to adapt to changing circumstances while working with a variety of personalities and priorities;
- Be familiar with all federal and state filing requirements related to the Foundations 501(c)3 status in addition to all other regulations the Foundations must comply with;
- Possess a working knowledge of GAAP, FASB regulations and fiscal management procedures and should keep current on all human resource-related regulations.
- Be a team builder who empowers others to work collaboratively and with accountability, while providing the support and resources they need to succeed;
- Have exceptional written and verbal communication skills;
- Possess a high degree of organization and attention to detail;
- Available for evening meetings, as scheduled, and, potentially, some infrequent Saturdays.

Salary and Benefits:

- Salary for this position will be commensurate with experience. This position is eligible for a full package of employee benefits, including health insurance, long and short-term disability, 401(k) plan, personal paid-time off, and paid holidays.

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive

list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

It is Barberton Community Foundation's policy that, as required by law, equal employment opportunities be available to all persons without regard to race, sex, age, color, religion, national origin, marital status, sexual orientation, disability, citizenship status, genetic information, veteran status, or any other category protected under federal, state or local law.

How To Apply

No calls, please. Email cover letter and resume electronically, with salary requirements, no later than September 15, 2019, to Dr. Suzanne Allen, Executive Director, Barberton Community Foundation - hr@barbertoncf.org