



Position: Chief Financial Officer

Status: Exempt

Reports to: Chief Executive Officer

Summary of Primary Duties:

Under the direction of the Chief Executive Officer, the Chief Financial Officer's primary responsibilities are 1) oversee all aspects of accounting, finance and investment management, budgeting, reporting, and financial analysis, 2) oversee all aspects of annual financial audit and tax preparations, 3) manage investments, in conjunction with the CEO, Board of Directors and relevant committees of the Board, and 4) provide finance and investment details to Foundation team.

Essential Functions:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

General Management:

- Maintains and manages the accounting books and records of the Foundation in accordance with Generally Accepted Accounting Principles (GAP)
- Ensures that the Foundation's systems of internal controls safeguard the Foundation's assets
- Completes monthly reconciliations of all accounts
- Coordinates, provides and reviews data sent to Professional Employer Organization (PEO) for payroll and benefit processing
- Manages budgeting, cash flow and coordination of all financial activities
- Prepares monthly financial statements, fund statements and financial reports for the Foundation, Board, committees, and/or donors as needed
- Administers all financial aspects of the Foundation's spending policies and administrative fee policies for all Foundation Funds
- Develops the annual budget and financial plans for the Foundation alongside CEO
- Oversees Foundation's financial and operations aspects of the Foundation's retirement plans
- Ensures proper filings and regulatory reporting as appropriate
- Monitors and reviews annual contracts and insurance policies prior to execution by the CEO

Audit Management

- Manages planning and execution of the annual financial audit, tax preparation and oversight
- Ensures all financial audits and filing are completed on deadlines and that the Foundation remains in good financial standing
- Acts as staff liaison to the Audit Committee and Audit Firm partners for a timely and accurate financial audit, reviews, and tax preparations

Investment Management

- Maintains records of all investments and is responsible for reporting investment performance to the Board and Investment Committee
- Monitor Investment Advisor performance and compliance with Foundation guidelines and provide appropriate reporting to the Investment Committee and Board
- Acts as staff liaison and provides oversight of the Investment Committee, working closely with the Investment Advisors and CEO
- Provides donors and prospects with information regarding the Foundation's Investment performance, financial position and business operations as necessary



Foundation Support

- Works closely with the donor services team to ensure that funds and investments are consistent with fund agreements and donor intent
- Supports fundraising and programmatic needs by providing revenue forecasts and budget implications analysis for new initiatives, events, etc. as needed
- Represents the Foundation to donors, partners, key stakeholders and nonprofit community
- Maintains a culture of excellent customer service for the Foundation

Competencies:

- Demonstrated ability to synthesize and translate complex concepts into clear, compelling content to ensure comprehension by others
- Ability to work with detailed information with a high degree of accuracy and confidentiality
- Experience with fund accounting and multiple giving vehicles in philanthropy
- Relationship-driven individual who easily establishes rapport and trust with diverse audiences and who has a reputation for leading through influence tempered by humility
- Possess exceptional written/verbal communication and interpersonal skills
- Strong team player known for collegiality and predisposition to work collaboratively
- Excellent time, project, and prioritization management
- Independent judgment is required to plan, prioritize, and organize a diversified workload

Supervisory Responsibility:

This position has no supervisory responsibilities.

Position Type/Expected Hours of Work:

This is a full-time position. Hours of work and days are Monday through Friday, 8 a.m. to 5 p.m. Weekend and/or overtime hours may occasionally be expected.

Travel:

Local travel is expected for this position in addition to reliable transportation, minimal overnight travel may be required. Valid driver's license, proof of auto insurance coverage and willingness to complete and sign the CA DMV Pull Notice Program Waiver (INF-1101) for authorization for release of driver record information is required.

Education and Experience:

- Bachelor's degree in accounting or related field; CPA preferred
- Minimum five years financial management experience with day-to-day financial operations
- Knowledge of nonprofit accounting, in accordance with GAAP, preferred
- Experience with audit and tax preparation of nonprofits
- Strong written and verbal communication skills
- Proficient in current Microsoft Office Suite, Google Docs and Forms, QuickBooks, internet savvy

Work Environment:

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. The position also operates outside occasionally.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk and hear. This is largely a sedentary role; however, some filing is required. This would require the ability to lift office products and supplies, up to 20 pounds, open filing cabinets and bend or stand, as necessary. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.



EEO Statement:

Community Foundation of the North State is an Equal Opportunity Employer.

Other duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

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