

I. **OBJECTIVE**

Ensure an accurate and efficient and timely accounting and financial management and reporting system. Manage the Foundation's accounting functions, practices, procedures, and reporting in accordance with policies. Assist with risk management oversight. Manage investment liaison activities and fund accounting. Lead compliance with standards and policies. Oversee HR functions and benefits administration.

II. **DUTIES AND RESPONSIBILITIES**

The essential functions of the job include but are not limited to the following:

A. Finance

- Develop, implement, monitor, and modify, as necessary, the financial control system to provide for accurate and timely analysis and reporting, as well as controls over financial transactions.
- Oversee financial aspects of the Foundation, including all aspects of FIMS system.
- Design and implement financial systems that improve the financial information flow and analysis.
- Develop and implement financial programs that assist in the retrieval of pertinent and accurate information and minimize costs.
- Prepare and deliver financial reports to the Executive Director for approval. Review approved financial reports with the finance and audit committees, other team members, donors, nonprofit, and federal and state agencies as required.
- Develop, implement and monitor a system to provide for the best utilization of cash flow to maximize investment performance.
- Consult with the Executive Director to ensure sound fiscal decisions are made.
- Serve as staff to the Foundation's finance committee.
- Serve as interface with consultants.

B. Accounting

- Develop, implement, monitor, and modify, as required, standard accounting policies and procedures for the Foundation and the individual funds.
- Develop, implement, and maintain programs, policies, and procedures that ensure the consolidation and coordination of accounting systems.
- Develop, implement, and modify as necessary a budgetary process which includes the development of accurate and timely budgets for CCF and periodic monitoring and reporting as required.
- Develop, implement, and oversee the accurate and timely generation of financial statements.
- Develop and prepare accounting reports.
- Review financial aspects of grants and gifts from donors.
- Process and distribute fund statements throughout the year.
- Track available-to-spend balances.
- Perform investment rebalancing.
- Distribute 1099 forms at year-end.
- Develop, implement, and maintain programs and procedures in the area of Accounts Payable, including administrative expenses and grants payable.
- Oversee the accounting and reporting functions for CCF Real Estate Foundation.
- Maintain current knowledge of GAAP and government regulations and changes that require accounting adjustments; ensure compliance with all applicable FASB and Internal Revenue Service regulations.

- Develop, implement, and maintain programs and procedures to support the budgeting for and implementation of ongoing payroll functions.
 - Prepare for and coordinate the annual audit; serve as staff for audit committee.
 - Perform other tasks as assigned for the successful operation of the Foundation
- C. Taxes
- On a timely basis, review and prepare all tax forms (990 and state filings).
 - Develop, implement and monitor systems which provide sufficient information to appropriate account for reporting any necessary federal, state and local taxes and any other governmental reporting requirements.
 - Prepare or assist in preparing monthly and quarterly payroll tax filings.
- D. Investment Activity
- Serve as liaison between CCF investment managers, investment consultant, and investment committee.
 - Attend meetings with investment managers regarding investment makeup and performance levels.
 - Review investment changes to investment committee and facilitate changes once approved.
- E. Development and miscellaneous duties
- Develop and present fund statements.
 - Answer donor questions regarding funds.
 - Assist with gift acceptance and processing of estates as needed.
 - Attend Foundation and professional meetings as deemed necessary.
 - Assist other staff in activities involving donors and grantees where assistance is required.
- F. Human Resources, Benefits and Payroll
- Develop and implement and manage the Foundation's human resources policies and programs.
 - Administer employee benefit and compensation programs. Evaluate and select vendors.
 - Prepare semi-monthly payroll worksheet, track and process paid time off, payroll deductions and compliance with the Foundation's benefits program.
 - Act as key liaison between the Foundation and outside payroll vendor.
- G. Other
- Develop and implement risk management system.
 - Serve as liaison with insurance providers.
 - Supervise staff as assigned.

III. **REPORTS PREPARED**

- All financial reports as requested by the Executive Director or the Board.
- Monthly finance reports.
- Consolidated annual budget.
- Government reports.
- Develop reports in support of grants manager, finance assistant, scholarship manager.
- Other related reports as required.

IV. INTERFACE

Internal: Must positively interface with all staff members and with Board of Directors.

External: Must maintain positive interface with grantees, donors, bankers, lawyers, insurance company representatives, auditors, agencies, consultants, and current / potential donors within the community.

IV. QUALIFICATIONS:

Education: Four-year accredited college degree in Accounting or Finance. Prefer 5 years accounting degree. CPA certification a plus.

Experience: Minimum of 5 years experience in accounting and full charge of books; auditing experience a plus.

V. SPECIAL REQUIREMENTS

- Must be able to work as a team player
- Must present a professional image and maintain a positive work attitude
- Must possess the ability to develop and implement effective financial and accounting procedures, principles and practices.
- Must have working knowledge of computer operations and applications, including Windows, Microsoft Word and Excel, and integrated accounting systems.
- Ability and willingness to learn the Foundation's software, FIMS.
- Knowledge of securities investments.
- Capable of developing and presenting required fiscal reports to Board members and various external parties.
- Willing and able to travel varying distances to attend meetings, conferences, etc.
- Ability to communicate effectively, both written and oral.
- Integrity, judgment and respect for confidentiality / discretion.
- Highly organized and attentive to detail, quality and accuracy.
- Commitment to community.
- Accessible and approachable by staff, donors and grantees.
- Ability to work well under pressure.
- Vision and hearing correctable to within normal ranges.
- Sedentary position: Exerting up to 10 pounds of force.
- Must have driver's license and own vehicle daily to attend meetings out of office.

V. EQUIPMENT UTILIZED

- Personal computer printer
- Usual office equipment: fax, copier/scanner, etc.

VI. POSITION DIMENSIONS

- Number of employees directly supervised: To be determined
- Number of employees indirectly supervised: To be determined

Note: Cumberland Community Foundation reserves the right to modify this job description at any time. Cumberland Community Foundation is an at-will employer.