

**San Juan Island Community Foundation
Director of Finance
2022 Job Description**

Title: Director of Finance (Now a full-time position)

Reports to: Executive Director

Summary: The Director of Finance is responsible for all financial, accounting, and fund management functions of the Foundation. The Director of Finance works under the Executive Director and under the general oversight of the Board of Directors and its Executive Committee.

Specific Responsibilities: The Director of Finance is responsible for the following areas:

Compliance

- Maintaining adherence to the highest ethical standards with an understanding that the Foundation's reputation is its most valuable asset
- Adherence to Board Approved policies
- All outside relationships including donors, nonprofits and the community at large which should be held at the highest standards of courtesy, professionalism and compassion
- Full and timely communication with the Executive Director, the Board and its Executive Committee particularly with respect to any variances from policies

Financial Management and Reporting

- Accurately record all day-to-day financial transactions
- Process grants and accounts payable and maintain associated files
- Reconcile all cash and investment accounts monthly
- Prepare monthly and quarterly reports for Board meetings, including standard financial statements, dashboards, and ad hoc reports as requested
- Process payroll, including monthly payments to staff, tax payments and all quarterly and annual payroll reporting. Maintain associated payroll files
- Prepare quarterly fund statements and fund schedule
- Support and submit items for annual independent review by CPA firm (even years) and independent audits (odd years)
- Support and submit items for annual 990 tax return filing
- Attend committee meetings and provide requested financials and reports (finance, grants, investment, executive etc.) as determined by the Executive Director
- Attend quarterly meeting and support all aspects of Investment Committee
- Take detailed action notes at each Investment Committee meeting as specified by the Executive Director and follow up on progress and completion
- Support annual budget process
- Create and maintain all fund information in accounting system
- Manage all aspects of CommunitySuite software and enhance for donor development efficiency
- Assist fund holders with needs and requests
- Support annual Fair Matching Grant and other special programs and events
- Support the Women's Fund by providing grant, member, and financial reports
- Participate in SJICF financial & strategic planning sessions

Qualifications:

- Bachelor's degree in accounting (Master's degree preferred)
- Substantial accounting experience
- Experience in nonprofit sector
- Highly organized with excellent analytical skills
- Understands the importance of confidentiality
- Able to multitask and consistently meet deadlines
- Exceptional written and communication skills
- Fluency in Microsoft Office and experience with CRM or database software
- Ability to work independently and use critical thinking to resolve issues
- Ability to maintain a positive, professional, and friendly demeanor toward a variety of stakeholders including donors, board members, community organizations, businesses, and students
- A team player with a demonstrated ability to work well in a small, highly collaborative environment
- Desire to work for a Community Foundation that is dedicated to improving and enriching the quality of life on San Juan Island
- Experience in tracking and understanding investments is desirable

Compensation:

- The Director of Finance is a **full-time**, salaried position
- Salary: \$70,000
- Benefits package includes paid vacation & sick leave, paid holidays, a Health Reimbursement Arrangement and 403(b) retirement plan