

Wyoming Community Foundation Job Description

JOB TITLE: Director of Finance

REPORTS TO: CFO

INCUMBENT: Vacant

POS. STATUS: Exempt

POSITION SUMMARY: The Director of Finance works closely with the CFO assisting with oversight of the financial activities of the Foundation. Key functions of the position are managing day-to-day financial operations, ensuring compliance with internal controls, and providing strategic support to enhance the organization's financial health.

WYCF is committed to creating and maintaining a workplace in which all staff members have an opportunity to participate in and contribute to the success of the organization and are valued for their skills, experience, and unique perspectives. This commitment is embodied in company policy and how we do business and is an important principle of sound business management.

Position Functions & Responsibilities

A. 60% - Financial Management

- Oversee all daily financial activities, including accounts payable/receivable, contributions, grant/scholarship processing and fund activity management
- Manage and perform monthly close activities, ensuring accurate financial reporting. Assisting with monthly and quarterly journal entries, bank and investment reconciliations, and fund open and close processes
- Assist with the quarterly fund statement review and processing
- Assist the CFO in preparing quarterly and annual financial reports, including audit workpapers
- Assist with the annual spending policy calculations and notifications of annual distributions to agency and designated grantees
- Assist with the internal processes for all accounting functions, regularly reviewing and updating financial workflows to reflect organizational needs and best practices, and maintain SOP documentation

B. 30% - Operations & Administration

- Serve as the backup with the external Professional Employment Organization (PEO) in areas of regulatory compliance, and monthly payroll processing
- Oversee IT consultants, and technology providers, ensuring accurate maintenance of financial data within accounting software and related systems
- Review annual record retention and the archiving of electronic and paper records and communications
- Provide direct supervision for junior accounting staff
- Oversee building operations and maintenance

C. 10% - Other

- Support all staff with financial inquiries related to budgets, funds, programs and grantees
- Look for opportunities to enhance finance communication with constituents and the public in organizational publications, website, social media and presentations
- Carry out other duties as assigned by President or supervisor

Experience & Qualifications

- Bachelor's degree in Finance or Accounting required; MBA preferred
- CPA Certification required (or able to obtain within one year), and at least five (5) years of accounting work experience required
- Knowledge or experience with nonprofit accounting principles

- Strong technology skills, understanding of basic software and the ability to adapt to specialized applications
- Interest in Wyoming, community and charitable giving
- Ability to develop strong relationships to work as a team, and to work independently to achieve outcomes

Personal Attributes & Physical Demands

- Must have excellent analytical and organizational skills
- Must have excellent oral and written communication skills in English
- Must have a high degree of self-awareness and emotional intelligence
- Regular attendance is an essential job function. The position will typically work 40 hours per week and may often include nights or weekends as necessary
- Ability to work daily and function effectively in stressful situations
- May be required to work frequently outside core business hours as needed to meet deadlines
- Must be able to perform the essential duties and responsibilities requiring a high level of mental effort and strain
- Adheres to all company policies and procedures and maintains a safe work environment
- Ability to skillfully manage public relations, managing difficult situations, and complaints
- Occasional travel is required; a valid driver’s license is required

The Wyoming Community Foundation aspires to create a safe, welcoming, and supportive environment for individuals from diverse and marginalized backgrounds, including those with disabilities. I understand I am responsible for notifying my employer if any reasonable accommodations are required to perform my job duties as outlined.

Signature: _____ **Date** _____

This position description covers the major purpose and essential functions of the position. It is not intended to give all the details or a step-by-step account of the way each task is to be performed. Employees may receive other job-related instructions and be required to perform other job related functions requested by management. All requirements are subject to possible modification to provide reasonable accommodation to qualified individuals with disabilities.

Sensitivity level of information handled in this position: **HIGH***

Approved by: _____ **Date:** _____

*** HIGH** - Sensitivity information level – all data, fund records and other materials are considered confidential and can only be shared with other authorized WYCF personnel with the same classification. Sharing this information/data with any unauthorized personnel can be grounds for termination.