



Inspired by the area's rich tradition of generosity, WCF strengthens our community through philanthropy with the goal of fostering a healthy, dynamic community where all people have the opportunity to enhance the quality of their lives and the lives of others.

POSITION DESCRIPTION

TITLE:	Finance Director
REPORTS TO:	President/CEO
IMMEDIATE SUPERVISOR:	President/CEO
STATUS:	Part-time employee, work-in office, Monday – Friday during business hours
SALARY RANGE:	\$25-\$32/hour
ADMINISTERS:	Accounting, database management and daily operations

SUMMARY:

The Finance Director is responsible for daily accounting, financial reporting, project coordination and management of all accounting and fund management responsibilities of the Foundation. The Finance Director will work with the President on budgeting, investment reviews and fund management, as well as with an outsourced firm for an annual audit of financials. This position will further coordinate efforts of the Grants Program and assist with grant distributions, donor relations and coordination of Board interactions. Working with the Foundation's financial record database system, the Finance Director will be responsible for data quality, implementation of software to meet evolving needs of the Foundation, and advising the President on strategic financial decisions.

PRINICIPAL RESPONSIBILITIES:

Financial

- Works closely with accounting firm to maintain accurate and up-to-date financials records
- Pulls financial and specific fund reports from database as needed
- Prepares preliminary monthly financial statements for the President and Treasurer
- Monitor operating budget with President and explain variations
- Prepare graphical presentations of selected financial information for the Board of Directors
- Work with other staff in preparation of the Annual Report
- Monthly and quarterly reconciliation of the additions/subtractions to investment management records
- Assist the President with RFPs (Request for Proposals) to auditors, investment managers, building management, etc. as requested

Database Management & Project Support

- Manage CSuite database including on-going projects and upkeep/updates, and provide internal training
 - Develop and make recommendations for the use of the database to capitalize on functions and tools
- Manages lists and is able to conduct queries from the database to pull groups for mailings or reports as needed
- Reviews and posts monthly statements from investment managers and assists in the accurate production of quarterly statements to donors
- Assists other staff in management of team projects or events as needed

Board, Committee and Donor Relations

- Provides supporting materials for meetings as required
- Maintain confidentiality of donors, funds and other sensitive information within the office records

Donation receipts (gifts)

- Occasionally fill in for other staff's functions
- Post gift(s) data entries and post gifts by batch into CSuite
- Prepare interfund transfers to go to appropriate bank(s) and record in CSuite

Granting

- Assists in the preparation of the monthly grants and fund disbursements list for the board by coordinating all forms and entry of information, checking fund balances, and working with Grants Program Officer for 501c3 status and appropriate follow-up
- Back up to Office Manager for tasks such as:
 - Review "Requests to Pay Expenses" for compliance with policy and mathematical accuracy
 - Review "Emergency Assistance Reimbursement" for compliance with policy and mathematical accuracy
 - Review "Dental Access" for compliance with policy and mathematical accuracy
 - Prepare the summary of "Grant and Program Requests" for review at the Board meeting
 - After Board approval prepare Grant/expense checks and obtain two signatures on the checks, as appropriate
- Prepare "Fund Transfer Request" to appropriate bank(s)
- Obtain president/CEO approval and deliver original "Fund Transfer Request" to appropriate bank(s)
- Indicate account number, check number and date transferred on the original requests of the "Fund Transfer Requests"
- Give original distribution requests and the checks to the appropriate staff for distribution and filing
- Request completion of W-9s as needed. Particular attention needs to be paid to Fiscal Sponsorship funds

Investments

- Serve as staff liaison to the Finance Committee - prepare financial reports for the committee; attend committee meetings, coordinate meeting times, prepare and distribute agendas and minutes; assist in presenting the annual budget and other reports to this committee
- Act as staff liaison to appropriate bank(s) on several investment/fund accounting issues
- Monthly post market gains/losses to individual funds in CSuite
- Quarterly post fiduciary administrative fee charges to individual funds in CSuite

Funds

- Manage the fund portal aspect of CSuite; point of contact for fund advisor's login and questions
- Prepare specific quarterly detailed reports on certain funds as requested
- Maintain a log of transactions by fund to determine "Special Fees" in December
- Initiate transfers from fund depository to fund investments at appropriate bank(s) and reconcile account

Operating expenses

- Review invoices for accuracy and code to appropriate account and obtain President's approval for payment
- Prepare checks and distribute for processing, as appropriate
- Indicate account number, check number and date on original invoice and file
- Periodically review adequacy of checking account balance (cash flow) and when necessary, prepare "Fund Transfer Request" for President approval and delivery to appropriate bank(s)
- Obtain President's approval of and record EFTs in CSuite

Payroll

- Serve as main liaison with payroll processing company, review and post in G/L

Annually

- Assist President with developing next year's preliminary budget, usually in September
 - Input into CSuite and monitor throughout the year
- Prepare annual distributions for endowments in accordance with the Spending Policy
- Oversee/prepare Year End W-2s, W-3s, 1099's and 1096's etc.
- Assist auditors during field review and through on-going maintenance of corporate records
- Assist auditor to ensure completion of reports as needed, such as Form 990 detail of grants, reconciliation of investment additions and withdrawals to the GL and details to complete industry questionnaires.

Education & Experience

- Financial competency: possess financial competency and a strong understanding of accounting principles, especially nonprofit specific principles.
- Bookkeeping and reporting: demonstrate experience in accurate bookkeeping and financial reporting. Must be comfortable in financial computer software.
- Education: Technical or college degree.
- Skills desired: excellent attention to details and accuracy. Strong analytical and problem-solving skills. Effective communication and collaboration skills.
- Nonprofit experience: Previous work within the nonprofit sector preferred.

Software

- Foundant Community-Suite (Foundation software)
- Microsoft Office 365: Word, Excel, Outlook
- Portals for banking, investments, intermediary donation retrieval, document management

Benefits

- Paid time off (Earned safe and sick time, vacation, 11 paid holidays)
- Retirement match option (SEP IRA)
- Wellness stipend

Work Environment

The Winona Community Foundation has a small staff which requires some scheduling flexibility to meet the needs of our constituents. Staff are expected to work on-site but may, from time to time, be able to work from home. On occasion, staff will be required to work outside of traditional office hours, possibly on weekends. Some lifting is required. On occasion, you may be asked to transport work materials in your personal vehicle.