COMMUNITY FOUNDATION OF MIDDLESEX COUNTY

Director of Finance

The Community Foundation of Middlesex County’s mission is to improve the quality of life for the people of the County now and in the future by developing endowments, making grants that have impact, and assisting donors in meeting their philanthropic objectives.

Reports to: President & CEO

Position Overview: This position is responsible for managing all financial related information and reporting and associated office workflow of the Community Foundation. Major areas of responsibility include recording of transactions in the financial records of the Community Foundation using FIMS, the fund accounting software, tracking activity in the individual funds, internal and external financial and tax reporting, management of information systems, budgeting, forecasting, and accounting systems and procedures. Assures timely, accurate information and responses to donors, volunteers, grantees, vendors, and general public in accordance with CFMC policies and procedures.

The Finance Director must work well as a team member and be successful in maintaining key relationships with outside investment advisors, outside auditors, trustee banks and related financial institutions in a manner that builds trust, commitment, and a shared mission.

General Responsibilities

Data Entry, Activity Processing and Monthly Account Reconciliation

- Records gifts and other cash receipts;
- Processes administrative fees;
- Processes all accounts payable activity (education awards, grants, expense reports, & general A/P, etc.) including verifying and entering invoices, preparing check runs and fielding vendor inquiries;
- Monitors cash flows weekly;
- Performs monthly reconciliations of revenues and expenses, including transfers from credit card processing companies, reconciling bank and investment statements, and processing interfund gifts and transfers;
- Processes transfer of funds between bank and investment accounts;
- Oversees payroll and payroll tax submission;
- Prepares invoices and acknowledgements, Fund reports and other reports as needed.

Reporting

- Prepares bi-annual fund statements and detail support; others as directed by the President & CEO;
- Prepares monthly and quarterly financial reports for the President & CEO, Board of Directors, committees, and other staff members as directed;
- Prepares monthly Financial Statements for the Finance & Investment Committee;
- Performs specific fund reporting as requested by the President & CEO and Vice President, Programs & Operations;
- Prepares 1099’s annually;
- Manages annual audit process, including scheduling, preparation of reports and materials, accounting systems under the direction of the President & CEO;
- Oversees Form 990 completion and submission, including the preparation of schedules and reports;
With the Vice President, Programs & Operations, prepares Available to Grant report annually for presentation to Finance & Investment Committee and Board of Directors and updates FIMS accordingly;

Prepares annual budget in collaboration with the President & CEO;

Conducts annual review of all insurance policies; recommends changes as appropriate to ensure comprehensive, cost effective coverage;

Develops improved financial reports for presentation to the Community Foundation’s various constituencies including the Board, Committees Management and Donors.

**General Ledger Maintenance**

- Prepares and post journal entries including cash calls, prepaids, depreciation and other asset/liability accounts;
- Maintains pledges and other receivables;
- Reconciles monthly bank accounts and book activity in the G/L;
- Monitors activity and reconciles other G/L accounts.

**Other Duties**

- Provides back-up financial and other support to the President & CEO and other staff members as directed;
- Responsible for reviewing, implementing, and maintaining sound internal controls, best practices, and segregation of duties in Community Foundation accounting and updating appropriate documentation;
- Maintains all employee financial/payroll files and legal benefits-related documents;
- Problem solves with FIMS technical support staff to resolve issues as needed;
- Prepares financial statements, charts/graphs, and commentary for annual report, newsletters, presentations, and other Community Foundation publications with Vice President, Programs & Operations;
- Promotes workplace safety of employees;
- Completes Foundation surveys with Vice President, Programs & Operations;
- Maintains positive and professional interactions with Committees and the Board on all relevant issues and activities;
- Oversees property and office space management with Vice President, Programs & Operations;
- Identifies and recommends qualified consultants and vendors to provide required services;
- Prepares annual salary / benefit summary for all employees;
- Fulfills other duties as assigned by the President & CEO and Senior Director of Programs & Operations.

**Education and Experience**

- Bachelor’s degree in Accounting. Significant track record of progressively responsible accounting and financial management experience. Evidence of success in managing projects and systems. Two to three years of experience in nonprofit sector preferred.

**Skills and Abilities**

- Strong ability to use computer and a variety of software platforms and suites with an aptitude to learn new systems quickly, including but not limited to FIMS.
• Intermediate to advanced working knowledge of Microsoft Office Suite, including Word, Excel, Power Point, and Outlook.
• Ability to interact comfortably with a wide variety of constituents and communicate appropriately and effectively in person, on the telephone, and in writing.
• Professional demeanor that demonstrates interest in people, customer service and achieving greater than the expected good for the community.
• Ability to work with confidential information such as contributions and other related communications.
• Ability to work successfully as part of a team, as well as assume independent responsibilities with minimal supervision.
• Ability to coordinate several projects simultaneously within a strict time frame.
• Self-starter and highly motivated.

Employment – At Will
All employees of the Community Foundation of the Community Foundation of Middlesex County (CFMC) are considered to be “at will”. This means that both CFMC and the employees retain the right to terminate the employment relationship at any time and for any reason. In order to manage effectively, CFMC retains its sole discretion over hiring, terminating employment and other personnel and employee relations matters.

The Community Foundation of Middlesex County is an Equal Opportunity employer. Personnel are chosen on the basis of ability without regard to race, color, religion, sex, national origin, disability, marital status or sexual orientation, in accordance with federal and state law.

This position description is intended to be general and is subject to periodic updating. At management’s discretion, the employee may be assigned different or additional duties from time to time. Community Foundation of Middlesex County seeks to establish and maintain diversity among its staff and thereby is inclusive in its employment practices.

To Apply:
Send, via regular mail or e-mail, a cover letter detailing related work experience, salary requirements and resume to:

Cynthia H. Clegg
President & CEO
Community Foundation of Middlesex County
211 South Main Street
Middletown, CT 06457

e-mail: Cynthia@MiddlesexCountyCF.org

For more information about the Community Foundation of Middlesex County, please visit our website: www.MiddlesexCountyCF.org