



POSITION DESCRIPTION
Finance Director
Part-time, On-Site – Averaging 30 hours a week

Overview:

The Shallow Ford Foundation (formerly the Clemmons Community Foundation) connects community and philanthropy for enduring results. The Foundation is an independent 501(c)(3) nonprofit, first formed in 2004 by the Rotary Club of Clemmons and converted to a community foundation in 2012. It stewards the philanthropic goals and assets of charitable individuals and organizations in named funds (or accounts), including endowed funds totaling roughly \$15 million. The foundation awards grants and scholarships and leads initiatives to address needs. The office is located in Clemmons.

Summary Position Description: The Finance Director reports to the President/CEO and is responsible for all aspects of the financial operations. This is a hands-on, in-office position. The primary purpose of the position is to maintain the financial integrity of the Foundation by ensuring the accurate and timely implementation and accounting of the Foundation's finances and investments according to the policies and procedures developed by the Board of Directors and using generally accepted accounting practices. This involves the responsibility of managing and leading the financial, support to the investment committee, and related administrative aspects of the Foundation and includes accounting and internal controls; financial planning and budgeting; monitoring of investment services; audit support and completion of necessary government and other financial reporting; maintenance of financial, computer and administrative systems; and maintaining the general operations of the Foundation.

Responsibilities include:

- Prepare, review and correct financial and accounting documents, reports and statements to ensure accuracy, completeness and compliance with generally accepted accounting principles, current charitable tax law, and aligned with National Standards accreditation;
- Support President/CEO in HR functions hiring and managing professional services and consultants, periodic review of personnel policies, monitoring staff leave balances, and management of payroll service provider. Keep informed and ensure Foundation is compliant with all laws and standards of professional practice related to HR.
- Manage all aspects of Foundation's risk management, including periodic review of insurance policies, complete reporting/audits, to ensure Foundation is compliant with all laws and standards of professional practice. Administer all insurance issues including property insurance, D&O insurance, workers compensation, etc.
- Support and serve as the liaison to related Board Committees, specifically Investment Committee and Audit Committee. Attend all committee meetings, help committee chairs set agendas, take minutes and conduct all follow-up actions in timely manner.
- Develop and monitor the Foundation's annual operational and fund budgets; monitor expenses by program area and notify President/CEO of any areas of concern;
- Prepare monthly financial reports for the President/CEO, Treasurer and Board of Directors;
- Maintain and monitor updates and changes in the Foundation's accounting system (CSuite)
- Manage the accounting for all funds, monitor disbursements and produce bi-annual fund statements to fund partners, or more frequently, as needed or requested;
- Regularly review cash needs and ensure funds are available for operations as needed; coordinate with Treasurer on all transfers needed.
- Support the work of the organization's Treasurer and the Investment Committee as well as annual review of the Investment Managers;
- Assist the Auditor in preparing for the Audit and the Foundation's annual tax filings;

- Coordinate annual audit and serve as liaison between auditors and Audit Committee;
- Analyze short-term and long-term fiscal goals and project cash requirements;
- Develop and update a multi-year financial forecast each year;
- Develop, implement, and update written financial management policies and operating procedures.
- Conduct special projects for the Investment Committee and the President/CEO.
- Process donations received;
- Enter accounts payable and grants payable and process checks for such payables;
- Maintain depreciation schedules and prepare general journal entries for depreciation and accrued expenses;
- Review and approve monthly bank statements and reconciliation;
- Process semi-monthly payroll in conjunction with payroll service provider; update employee changes to payroll deductions;
- Process semi-monthly employee contributions and employer contributions to the Foundation's retirement plan.

Qualifications:

- Bachelor's degree in accounting or a degree with equivalent experience. Minimum of four years of management/administration and finance/accounting experience. CPA a plus.
- Knowledge of GAAP and FASB standards and IRS regulations as they apply to nonprofit agencies
- Experience and knowledge of the nonprofit sector, foundations, and investment management
- Self-starter, ability to work with minimal supervision
- Outstanding written, verbal, presentation and interpersonal skills
- Superior analytical skills; detail-oriented; demonstrated timely follow-through on tasks.
- Proven track record of exhibiting sound judgment with the highest ethical standards
- Capable of managing all aspects of finance and administration and maintaining effective relationships with financial institutions and vendors
- Proven knowledge of software accounting and financial systems
- Ability to work a regular, in-office schedule. Able to multi-task, meet deadlines with accuracy and attention to detail.
- Understanding of investment instruments, investment performance, asset allocation and investment strategies for endowed funds
- Proficiency in Word, Excel, Outlook, database software, and the use of integrated financial applications
- Background Check: The successful applicant is required to complete a background check. Any offer of employment is contingent on the background check.

Compensation and Benefits

The position is anticipated to average 30 hours a week and currently offers compensation commensurate with experience in the nonprofit field. The Foundation offers part-time benefits for holiday and leave time and a SIMPLE IRA plan and matches employee contributions up to 3% of compensation. The Foundation is an equal opportunity employer.

To Apply

Qualified applicants may send resume and cover letter including wage requirements to Shallow Ford Foundation, ATTN: Sandi, PO Box 567, Clemmons, NC 27012 or email sandi@shallowfordfoundation.org. Position open until filled.