



**Position Title:**

Director of Finance

**Reports To:** Chief Executive Officer

**FLSA Status:** Exempt

**Supervisory Responsibilities:** None

**To Apply:** Send cover letter and resume to [info@wicf-inc.org](mailto:info@wicf-inc.org).

Join Western Indiana Community Foundation (WICF), an affiliate network of community foundations working together to lead change, improve lives, and lift communities through effective philanthropy. As a nonprofit organization we are the leading grantmaking organization in Western Indiana. WICF connects people who care with causes that matter through grantmaking, scholarships, community leadership and special project initiatives. The WICF service area represents Fountain and Vermillion counties.

## Position Summary

WICF is looking for a Director of Finance who can assist with leading all financial and investment activities of the Foundation. This position includes responsibility for all accounting, budgeting, investment administration, fiscal administration, and audit facilitation. The successful candidate will have experience with fund accounting methodologies and have a comprehensive understanding of Generally Accepted Accounting Principles (GAAP).

## Essential Job Functions

### I. BOOKKEEPING AND FUND ACCOUNTING:

- Make necessary transfers between Foundation's funds, to meet operating needs and expenses.
- Post items into the General Ledger.

- Reconcile checking account at month's end, and complete other month-end procedures.
- Set up new fund information in accounting system.
- Prepare fund reports to fund representatives, as well as special monthly, quarterly, semi-annual, and annual reports.
- Work collaboratively with our auditors to prepare annual audit, tax return, and 1099.
- Prepare monthly operating financial reports (investments summary report, income statement, balance sheet, affiliate fund activity report, gifts & grants report, fixed income report).
- Perform monthly tasks to close the books, i.e., posting of prepaids, interest, and investments and bank statements, etc.
- Calculate and post spendable amounts to funds annually.
- Prepare grant reports for Committees and the Board and any other financial reports as requested.
- Maintain listing of the Foundation's fixed assets.
- Balance pledge entries.
- Assist Chief Executive Officer in annual budget preparation.
- Work with fund representatives to answer financial questions.

## **II. INVESTMENTS:**

- Monitor, reconcile statements, and report on investment activity, performance, and fees monthly.
- Facilitate Finance & Audit Committee - including meeting agendas, materials, and minutes.
- Allocate investment activity to funds monthly.
- Manage relationships with Investment Managers.

## **III. PAYROLL AND RECORD KEEPING:**

- Submit payroll to outside service provider.

- Work collaboratively with outside service provider to ensure the preparations of quarterly 941 and UC1 reports and prepare W-2s and the W-3 annually.
- Facilitate necessary employee paperwork related to payroll and personnel records and maintain a locked file containing the appropriate information.
- Maintain the Employee Handbook.
- Evaluate/review personnel policies and procedures.

#### **IV. ACCOUNTS PAYABLE/RECEIVABLE:**

- Manage payments to vendors and grantees.
- Enter A/P, post grant requests, gifts, and pledges. Make necessary transfers for payables and payroll.
- Complete deposits and maintain records.
- Collect and monitor W-9s for vendors as required.
- Audit petty cash as needed or at a minimum, monthly.
- Works with insurance company on workman's compensation audits, claims, and issues.

#### **V. OTHER:**

- Ensure cleanliness of office and common spaces throughout WICF.
- Ensure the upkeep and maintenance of WICF facilities
- Oversee routine document destruction and file maintenance.
- Oversee the Foundations computer network, software, phones, and copiers.
- Manage and report on Lilly Endowment grants as required.
- Complete the CF Insights survey required by Indiana Philanthropy Alliance or other surveys as necessary.
- Coordinate all insurance and service contracts for the Foundation, including, Directors and Officers liability, workers' compensation, property, equipment, and leases.
- Perform other duties and responsibilities assigned as necessary or requested by the Chief Executive Officer.

## **Essential Skills and Experience to be Successful**

- A bachelor's degree in business, accounting, or 5 years of professional nonprofit management experience preferred. CPAs or MBAs are encouraged to apply.
- Fund accounting experience.
- Highly organized and able to manage multiple projects simultaneously.
- Excellent database management skills.
- Proficiency with Community Suite preferred.
- Proficiency with Microsoft Office Suite.
- Understanding and adherence to high standards of ethics and confidentiality.
- Excellent oral and written communication skills.
- Strong presentation skills and able to translate financial terms for non-financial audiences.
- Knowledge of investment vehicles.
- Committed to the success of the Western Indiana community.

## **Physical Requirements**

- The majority of job is located inside an office setting.
- Evening and weekend work is required when project delivery dictates.
- Regular use of keyboard.
- Consistent sitting for many hours at one time.
- Ability to lift up to 20 pounds, bend, and stoop.

## **Compensation**

Salary is competitive. Benefits include paid time off for vacations and sickness and a monthly employee stipend.

This job description does not represent an inclusive list of all duties encompassed in this position but serves as a tool to assist the employee in this position. The existence of this job

description, or any other job description, does not in any way negate Western Indiana Community Foundation's "at will" employment status.