



Financial Officer Position Description

Hours: 3/4 to full-time exempt position
Reports to: CEO

Purpose:

The Financial Officer is responsible for the design, operation, and oversight of the financial functions of the Foundation including all aspects of financial management and reporting.

Job Duties:

Financial Accounting, Reporting and Budgeting

- Prepare the annual budget (including coordination of staff recommendations), financial forecasts and other reports that may be required by the President and/or Board of Directors.
- Prepare and monitor grants budgets for component funds. Present recommendations for spending policy percentage to the Board for approval and execute the distribution of the grantmaking funds per the spending policy annually.
- Monitor cash-flow requirements and manage the Foundation's cash so as to maximize the return on its investment and provide sufficient cash for administrative and grant requirements.
- Support budgeting and financial management needs for Community House including reconciliation of the bank account, capital campaign and endowment reporting, loan pay-back, and quarterly reconciliation of the operational budget.
- Manage the acquisition of capital assets and ensure that they are properly recorded, depreciated, and disposed of as appropriate.
- Prepare and present annual risk assessment to the Board.
- Design and oversight of donor portal and on-line giving systems.

Oversight of Tasks Performed by Greater Horizons

The Financial Officer is responsible for overseeing the following tasks which are performed by Greater Horizons, and is ultimately responsible for their completion and accuracy.

- Maintain accounting records in accordance with generally accepted accounting principles.
- Prepare financial analyses, income and expense reports, and budget to actual reports on a monthly basis.
- Review or perform timely investment and operating account reconciliations monthly.
- Calculate fees for each component fund quarterly.
- Post investments results into proper separate or component fund accounts monthly.
- Coordinate production of quarterly fund statement for all component funds; ensure accuracy and timeliness.

Oversight (Other)

- Supervises the bookkeeper (when applicable); assigns, plans and reviews work; establishes priorities; instructs and trains.
- Implement the fiscal policies and procedures in partnership with the Office Manager and the CEO and update such policies annually.
- Review set-up of new component funds. Track all donor-transferred stock donations.
- Provide oversight and training of administrative staff for accounting functions, including overseeing transfers, and verifying correct coding into general ledger.
- Manager and administer the Federal SAMHSA grant, including monthly billing for reimbursement and quarterly and annual reporting requirements.
- Committee support duties for Finance, Investment, and Audit Committees as follows:
 - Manage roster and contact list
 - Manager calendar
 - Develop agenda with CEO & Committee Chair
 - Send meeting requests, reminders and documentation in advance of meetings
 - Capture meeting minutes and send to committee within 10 days

Investments

- Coordinate Investments Committee and participate as a key member of the Committee (see duties under Oversight).
- Under the direction of the CEO and Investments Committee, work with investment consultant to ensure the most effective and efficient maximization of Foundation investments.
- Perform a review of the Investment Policy Statement (IPS) annually.
- Monitor and report on Impact Investments.
- Manage RFP process for investment consultant every 5-7 years.

Audit

- Responsible for all aspects of the annual audit including working with Greater Horizons to prepare schedules and other information as required.
- Coordinate Audit Committee.
- Coordinate annual audit and ensure timely filing of Federal and State Compliance reports.
- Manage RFP process for external auditors every 3-5 years.

Donor Service

- With the CEO, provide information as needed related to fund establishment, fees, spending policy, investment philosophy and performance to donors.
- Assist donors with gifts of stock or other non-cash contributions; authorize stock sales according to policy.
- Provide periodic reports to significant Fund Holders and meet as needed with Agency Endowment advisors to discuss grant or contribution issues.
- Participate in Fund Development with CEO including donor meetings, fund strategies, document creation, etc.
- Serve as key contact for fund holders for DonorCentral.

Other

- Serve as the primary Foundation contact for all financial-related inquiries from fund holders, donors, audit firms, investment firms and financial advisors.
- Respond to donor requests in timely and accurate manner.
- Participate as a key staff member through staff meetings, problem-solving, and being part of a solid team with a culture of service.
- Provided technical assistance to local non-profits through workshops or other forums as requested by the CEO.
- Respond to financial surveys and questionnaires concerning the operation of the Foundation.
- Other duties as assigned.

Preferred experience

- 5-10 years office experience
- Prior experience in banking, finance or foundation work
- MBA and/or CPA
- Nonprofit leadership as staff or board

Seeking Finance Officer

Tahoe Truckee Community Foundation, a 19 year old local foundation with assets over \$26 million is looking for their next team player. The Finance Officer will apply a strong financial background to the philanthropic work we do in the community. The position is currently structured full-time, but could be flexible for three-quarters time. Our office environment is made up of get-it-done professionals who enjoy making a difference and working together smartly. Must be friendly, collaborative and have a strong background

in finance and accounting. **Please send a letter of interest including a preferred salary range along with your resume to jobs@ttcf.net.** Office is located in Truckee, CA. Visit www.ttcf.net to learn more about our work!