

Johnson County Community Foundation
Accounting and Finance Manager
(Adopted by the Board of Directors in June 2022)

The Johnson County Community Foundation's (JCCF) mission is to enhance the quality of life for all citizens of Johnson County, now and for generations to come, by building community endowment, addressing needs through grantmaking, including scholarships, and providing leadership on key community issues.

Job Classification and Compensation

Full-time, salaried, exempt position with flexibility for special events and meetings scheduled beyond the standard office hours. Compensation commensurate with individual experience and qualifications

Position Summary

Reporting to the President & CEO, the Accounting and Finance Manager will assist to define processes, implement structure and maintain the systems needed to support substantial growth over the next several years. S/he will help build and manage effective and streamlined administrative/financial practices, including financial, accounting, legal, information technology (IT), human resources and physical infrastructure. The Accounting and Finance Manager will be involved in strategic planning, evaluation, and development initiatives. Due to the continuous interaction with donors this employee must be detail-oriented, have a pleasant disposition and impeccable customer service skills. In addition, responsibilities and duties will be assigned as necessary to fulfill the objectives of JCCF.

Qualifications Desired for this Position

A. Professional/technical Abilities

- ♦ Bachelor's degree with emphasis on finance, accounting or nonprofit administration
- ♦ Experience in fund accounting and investments preferred
- ♦ Knowledge and skills in computer technology and system/software applications, financial and accounting software, and basic office management systems
- ♦ Knowledge of database management
- ♦ Effective oral and written communications
- ♦ Effective organizational and time management skills

B. Personal Characteristics

- ♦ Exhibits a commitment to serve the community
- ♦ Maintains a professional image
- ♦ Demonstrates courtesy, friendliness, and consideration
- ♦ Thinks independently and creatively
- ♦ Cooperates with various audiences
- ♦ Remains flexible and successful within a changing environment and demands
- ♦ Exercises good judgment and decision-making capabilities
- ♦ Shows evidence of dependability and effective work habits

Physical and Mental Demands

Must have the schedule freedom to work varying hours, including evenings when necessary. Sitting, standing, walking, and lifting are included. Acute verbal, hearing, and visual senses are required for communication. Work environment includes various locations in the office, off-site and in public. Manual dexterity and visual capability to use computer, audio/visual, and general office equipment are necessary. The position may include lifting and carrying up to 20 lbs. Must be able to work under moderate to high stress.

Duties and Responsibilities

A. Financial and Accounting

- ♦ Supervises the maintenance of all records in the accounting software (CommunitySuite)
- ♦ Manages accounts payable and receivable
- ♦ Oversees all cash disbursements in accordance with authority granted by the Board and coordinates the accounting for grants and scholarships with appropriate staff

- ♦ Oversees all cash receipts and coordinates the accounting for gifts with appropriate staff
- ♦ Keeps current and tracks all JCCF's fixed assets
- ♦ Prepares monthly financial statements
- ♦ Reconciles all bank and investment statements; posts accrued entries; and processes fund fees
- ♦ Manages all required filings, including but not limited to, property tax returns, business entity reports, and Form 1099s
- ♦ Works with the auditors in the preparation of the annual audit and 990 tax returns (JCCF and Peebles Foundation)
- ♦ Maintains relationships with community/external finance and investment personnel
- ♦ Executes transactions of the investment portfolio as directed by President/CEO, approved by the Investment Committee
- ♦ Develops and monitors the annual budget with President/CEO as approved by JCCF Board
- ♦ Calculates and analyzes the annual grant distributions as per the Spending and Distribution Policy
- ♦ Provides appropriate financial reports, documents, and data to Committees, the Board and staff as requested
- ♦ Manages the preparation of fund statements for all funds annually, or more often if requested, and provides additional communication to fund representatives as needed
- ♦ Prepares all survey responses and external grant applications in conjunction with appropriate staff
- ♦ Partners with President/CEO to serve as JCCF's primary financial liaisons with external finance companies and/or legal counsel
- ♦ Assists staff in executing and documenting new JCCF funds and closing old funds in CommunitySuite
- ♦ Responds to questions about the finances and operations of JCCF

B. Finance Committee, Investment Committee and Board Meetings

- ♦ With the President/CEO and appropriate Chairs, responsible for overseeing the preparation for, execution of and post-meeting requests of the Finance and Investment Committees including drafting agendas, distributing materials, preparing minutes and executing directives following meetings
- ♦ Oversees the preparation of and presents requested financial reports at meetings

C. Operations Management and Human Resources

- ♦ Supervises appropriate staff when required to complete job responsibilities related to the Accounting and Finance Manager position
- ♦ Trains new Board members and staff on finance portion of responsibilities
- ♦ Creates and maintains accounting procedure manuals
- ♦ Together, with the President/CEO, supervises the maintenance of all Board-approved policies and the employee handbook
- ♦ Records payroll transactions
- ♦ Researches possible changes to and administers employee benefit programs
- ♦ Maintains appropriate insurance levels for JCCF's protection
- ♦ Negotiates and manages all external agreements (e.g. special events, merchant services, office equipment, leases, etc.)
- ♦ Oversees maintenance of the JCCF facility
- ♦ Coordinates the acquisition of office and facility supply needs

D. Technology

- ♦ Manages JCCF's database management and financial system
- ♦ Works with outside vendors for all technology needs including but not limited to computers, phone system, cloud-based technology, audio/visual equipment, and wireless connectivity

E. Professional Advisor Development

- ♦ Provides planned giving technical support to President/CEO and other appropriate staff on behalf of donors and professional advisors
- ♦ When necessary, joins the President/CEO and other appropriate staff to educate Professional Advisors on JCCF's mission and planned giving options and resources

Apply To:

Julie David, Professional Recruiter-Accounting & Finance, at Julie.David@ExpressPros.com.