



The Community Foundation of Muncie and Delaware County, Inc. encourages philanthropy, assists donors in building an enduring source of charitable assets, and exercises leadership in directing resources to enhance the quality of life for residents of Muncie and Delaware County.

Present Position Title – Finance Officer

Employed by: The Board of Directors of The Community Foundation of Muncie and Delaware County, Inc.

Responsible to: President

Status: Full-time; Exempt

Purpose of the Position: Responsible for maintaining the financial integrity of the Foundation by insuring 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; insuring accurate and up-to-date maintenance of all Foundation financial records; and providing assistance to the President as required.

Principal Responsibilities:

1. **Contact:** Advise the Foundation on all financially related inquiries from fund founders, donors, grantees, outside audit firms, vendors, investment managers, trust officers and board members.
2. **Fund Management:** Insure that all funds held by the Foundation are accounted for in the proper manner by accurately posting revenues and expenses on a monthly basis; preparing the spending policy amount annually; process all changes to the funds; maintain fund status in the database and report all fund information as needed. Responsible for the preparation and execution of all fund statements.
3. **Audit:** Serve as the liaison with the Foundation's auditor by preparing all required financial records and letters for the audit.
4. **Budget:** Work with the President and other staff to project and prepare the annual operating budget for recommendation to the Finance Committee and the Board of Directors.
5. **Accounting Policies and Procedures:** Implement the fiscal policies and procedures as developed by the Board of Directors and advise the President of needed changes in such policies. Annually outline the separation of duties and responsibilities to the President.
6. **Board Attendance:** Attends all meetings of the Board of Directors and the Investment and Finance Committees.

7. **Financial Reporting:** Prepare all necessary and requested financial reports for the Board of Directors and the Investment and Finance Committees.
8. **Technology:** Oversee technology matters related to all accounting software.
9. **Supporting Organization:** Provide services to any supporting organization(s) of the Foundation including Delaware County BY5 Early Childhood Initiative, Inc.
10. Supervise the Administrative Assistant in order to coordinate the daily office functions necessary for the effective management of the Foundation office.
11. **Payroll:** Coordinate and oversee the Foundation's contracted payroll and employee benefits contractor.
12. Perform such individual assignments as the President may direct.
13. Establish and maintain effective work relationships within the office, The Community Foundation Board of Directors and Committees, and the community.
14. Maintain the professional competence, knowledge, and skills necessary for the satisfactory performance of all assigned responsibilities.
15. Adhere to the Ethical and Operational Standards for Indiana Community Foundations.

Requirements Include:

Knowledge

- Minimum: Bachelor's degree
- Preferred: Bachelor's degree in accounting or finance
- Preferred: Three or more years in progressive management role, specifically in the finance arena, nonprofit organization experience a plus
- Knowledge of GAAP and FASB standards as they apply to nonprofit organizations
- Outstanding written and communication skills
- Superior analytical skills
- Exhibit sound judgment with the highest ethical standards
- Strong managerial and supervisory skills
- Capable of managing all aspects of finance and administration and maintaining effective relationships with financial institutions
- Proven knowledge of accounting and financial systems
- Excellent project management skills
- Experience working with boards and committees in nonprofit organizations

Skills and attributes

- Excellent verbal, written, and interpersonal communication skills
- Excellent organizational skills
- High level of attention to detail
- Proficient knowledge of computers and current software programs including Quickbooks, Microsoft Office Suite, and the ability to comprehend the Foundation's software package (Foundant/Community Suite) and various investment management software packages
- Record of integrity and dependability
- Professional demeanor and appearance
- Ability to effectively work independently and as a team member
- Understand and maintain confidentiality
- Interest in improving the quality of life in Delaware County

Salary and Benefits:

- Compensation commensurate with salary standards and work experience

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.