



The Richland County Foundation is searching for an experienced candidate to fill its Director of Finance and Operations position.

About the Richland County Foundation. We are a community foundation located in Mansfield, OH primarily serving as a place-based funder to improve and enhance the lives of people in Richland County. www.richlandcountyfoundation.org.

We administer over \$6 million dollars in grant awards annually along with leading long-term community and economic development initiatives.

The organization places an emphasis on a mutually supportive work culture that fosters a spirit of wanting to provide the ultimate philanthropic experience for donors and grantees.

The Director of Finance and Operations shall be responsible for the following:

1. Maintain accurate accounting records including receipts, payables, general ledger, and reconciliation of bank and investment accounts. With the President, establish and maintain appropriate controls and oversee all procedures for accounting activities, including duties of other staff involved with accounting activities.
2. Provide the President and Board of Trustees with quarterly financial statements, fund balances, grant budgets, investment performance, and other reports as needed.
3. Maintain the fully integrated software management system (Foundation Information Management System by Blackbaud) that manages all accounting, accounts payable, gifts, and grants functions. Be responsible for the training and application of the software by the staff.
4. Oversee payroll preparation by the outside payroll service provider along with compliance with all payroll taxes and related filings processed by the service provider.

5. Maintain records and assist with the oversight of all personnel benefits provided by the personnel policies. This includes management of a 403(b) retirement plan in conjunction with a third party administrator.
6. Perform monthly fund allocations of investment results and fees.
7. Serve with the Finance Committee. Work with the outside investment consultant and execute approved trades generally on a quarterly basis. Assist the Finance Committee with the development and implementation of plans for long-term investment and performance review. Provide information as needed and prepare the meeting minutes.
8. Work with the information technology service provider in providing oversight of the computer network system including backup, hardware, and needed upgrades.
9. With the President, develop and manage the annual operating budget.
10. Prepare the annual grant funding budget.
11. Coordinate the annual audit, financial statements, and IRS Form 990 with professional accountants and work with the President and the Audit Committee regarding management recommendations.
12. Maintain the policies and procedures for all Foundation operations.
13. Oversee the Administrative Assistant's financial duties.
14. Assist the President in overseeing a risk management program, including the purchase of appropriate insurance coverage, maintenance of strong internal controls to prevent fraud, and management of decision processes to minimize risk.
15. Familiarity with all federal and state filing requirements related to the Foundation's tax exempt status.
16. Work courteously, effectively, and comfortably with others including donors, community leaders, volunteers, and staff.
17. Exhibit professionalism in conduct, appearance, and performance.

QUALIFICATIONS, SKILLS, AND EXPERIENCES:

- Bachelor's degree in accounting or finance; CPA and fund accounting experience preferred; strong fundamentals in accounting required.
- Excellent computer/software skills. Must be very skilled in Excel which is a heavily used application. Experience with FIMS (Foundation Information Management System) a plus.
- Experience with financial statements, investment performance reports and investment concepts.
- Skills in detecting and identifying problems/solutions.
- Knowledge of good financial management and audit procedures.
- Working knowledge of generally accepted accounting principles, standards, and procedures (GAAP). Experience in nonprofit GAAP preferable.
- Comfortable with making presentations to donors, professional advisors, and the Board.
- Must be technologically savvy—a quick learner of new software programs; and must have a demonstrated ability using technology as a tool to streamline responsibilities.

Offered Benefits:

- 403b with 5% non-elective employer match
- High deductible health insurance plan with health saving account contribution
- Paid vacation
- Paid personal days
- Paid sick leave
- Professional development

Join the team and become a part of this purposeful mission to enrich our community.

Send resume and cover letter to Jessica Johnson at jjohnson@spherionohio.com.