



Title: Chief Financial Officer

Job Classification: Exempt, Full Time

Reports To: Executive Director

Position Description: Working as a part of a larger team, the Chief Financial Officer supports the financial, investment and accounting activities of the Foundation.

PRINCIPAL DUTIES & RESPONSIBILITIES:

Investment

- Reviews monthly account statements; balances portfolio to conform to diversification policy
- Allocates gains and losses on pooled funds monthly
- Monitor and rebalance investments per policy allocation
- Assists in development and review of Investment Policy
- Prepare monthly fund statements for donors
- Respond to requests for information from fund holders
- Provides reports as necessary
- Key staff liaison with Investment and Finance committee to oversee & analyze investments

Accounting

- Prepare annual 990 tax return, meet deadlines and ensure accuracy
- Provide monthly budget to actual reports to Executive Director
- Prepare financial statements for Board of Trustees
- Maintain individual and consolidated general ledgers for all funds
- Assist Investment and Finance Committee in annual budgeting process
- Monthly payroll processing; quarterly payroll tax returns; W2 & 1099 production
- Manage 401 k plans
- Process twice monthly accounts payable and grant disbursements
- Calculate annual spending policy; notify donor advisors of amount available to spend
- Monthly & annual accounting for six Charitable Remainder Unitrusts

- Calculate annual distribution amounts for Charitable Remainder Unitrusts and ensure beneficiary payments processed in timely manner
- Manage multiple real estate contracts
- Provide assistance to non-profit organization partners
- Reconcile bank accounts; cash flow management
- Reconcile and provide accounting for LLC entities
- Maintain fixed asset & depreciation schedules
- Monthly & annual accounting, reporting & annuitant payments for Charitable Gift Annuities
- Prepare audit schedules for annual audit; work with auditors

Administration & Other

- Ensure annual state and federal filings are completed for all CFNCW entities
- Ensure accurate filing and systems are in place
- Maintain and support electronic filing system
- Ensure compliance with document retention policies
- Review and update technology systems, software, controls and safeguards
- Oversee computer operation and backup procedures
- Review and update insurance coverage and renewals
- Assist Executive Director and Grants Manager as needed
- Establish and comply with internal controls to safeguard assets

Qualifications

- Minimum 5 years' experience in fund accounting
- Bachelor's degree required
- Knowledge of generally accepted accounting principles (GAAP)
- Certified Public Accountant preferred
- Record of integrity, self-motivation, and success
- Calm, professional attitude
- Ability to use sound judgment and discretion with all tasks
- Skilled with managing multiple tasks and balancing shifting priorities and plans
- Experience with the non-profit sector a plus
- Demonstrated skills and ability to work in a customer/donor centered environment
- Excellent technology and software skills
- Positive, can-do attitude and sense of humor required

Salary & Benefits

Salary Range: \$65,000-\$75,000 commensurate with experience

The Community Foundation of North Central Washington offers vacation, sick, paid holidays, medical insurance and a retirement match. Interested applicants should send resume and cover letter to beth@cfncw.org no later than May 1, 2019.