

MARION COMMUNITY FOUNDATION

JOB DESCRIPTION

Position Title: Finance Manager
Position Supervisor: President & CEO
Position Location: Marion, Ohio

Organization Overview: Marion Community Foundation is dedicated to making an impact by continually improving the Marion community through philanthropy, leadership and civic engagement. We were created and are growing because of donors who seek a generous, educated, healthy, collaborative, and vibrant community.

Position Overview: We are seeking a Finance Manager to lead the financial functions to help achieve the foundation's vision and goals. The position reports to the President & CEO and will work cooperatively with the Board of Directors, staff, volunteer committees, Chief Investment Officer, local financial advisors, and financial institutions to develop and implement financial strategies and goals. The Finance Manager is essential to the financial health, stability, compliance, and growth of the foundation.

Primary Areas of Focus and Responsibilities: The Finance Manager will be responsible for managing the comprehensive finance, funds management, and business operations that includes financials, tax filings, audit, budget, cashflow, payroll, office and facilities management.

- Manage and prepare monthly, quarterly and annual financial statements and management reports.
- Complete the accounts payable and receivable financial functions.
- Prepare annual budget and forecasting in coordination with Board, committees, President & CEO and staff.
- Manage and prepare account reconciliations, project cash flow, and manage transfers.
- Complete required tax filings, audit, and other non-profit organization requirements.
- Manage the funds management database system, fund balances, and transactions. Including performing and/or supervising the daily contributions and expenses data entry and/or deposits.
- Pursue financial and records system and process changes for efficiency, automation, accuracy, and overall continuous improvement.
- Perform duties for the payroll, taxes and required reporting requirements.
- Assist with management of insurance and other employee benefits.
- Oversee property management. Includes general building maintenance and coordination with vendors.
- Oversee office operations to ensure consistent presence for visitors.
- Manage and lead the business office staff, providing guidance, training, and support as needed.
- Stay up to date on trends in philanthropy and seek new business strategies that support and align with the foundation's vision.

Assist with these Areas of Focus:

- Operations of the Investment Committee
- Relationship with the Chief Investment Officer
- Relationships with the local financial advisors
- Maintaining the foundation's policies
- Technology and security

Qualifications:

- Bachelor's degree in accounting, finance, or a related field
- Minimum of 7 years of experience in financial management with a proven track record of success
- Strong attention to detail and accuracy
- Proficient in financial, accounting, funds management, database software
- Strong interpersonal and speaking skills conducive to networking, building relationships and making presentations
- Self-motivated individual, detail-oriented, organized, and a strong team player, with a high level of energy and time commitment
- Demonstrated ability to work collaboratively with Board members, volunteers, and staff.
- A deep commitment to the mission and values of the Marion Community Foundation.

If you are a motivated and experienced finance professional with a passion for making a difference in the community, we encourage you to apply. Marion Community Foundation is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, pregnancy, disability, age, veteran status, or other characteristics.

Marion Community Foundation values each member of the team and strives to provide a supportive work environment. Benefits may include a salary range between \$65,000–\$75,000; health, dental, life, and long-term disability insurance (if full-time status); 401(k) employer portion match after one year; and Personal Time Off. Because of the small number of employees, Marion Community Foundation is not subject to the terms of the federal Family and Medical Leave Act; however, the foundation follows the policies of FMLA for parental leave, medical leave, or caregiving leave needs.

Marion Community Foundation is open to conversations for full or part-time employees.

To apply:

Send a cover letter and a resume, with the names and contact information of three (3) references no later than October 31, 2024, to Marion Community Foundation at info@marioncommunityfoundation.org.

as of October 11, 2024