



Finance Director Search

About Arkansas Community Foundation

For nearly 50 years, Arkansas Community Foundation has engaged people, connected resources, and inspired solutions to build strong communities in our great state. As the state's largest grantmaker in the number of grants made, the Foundation uses all its capital – social, moral, intellectual, reputational, and financial - to leverage its network of community leaders and philanthropists to create places where our kids want to raise their kids.

The Foundation works in all 75 counties primarily through a network of 29 local offices with local board leadership. With assets of approximately \$800 million, the Foundation makes over 5,000 grants a year mainly through donor-engaged grantmaking. The Community Foundation deploys its assets – financial and otherwise – through what it calls the Aspire Framework based on data and indicators. Currently, its initiatives include early childhood health and education and food security.

The Community Foundation is guided by these core values:

We are **LOCAL**. We support local decisions to meet local challenges.

We are **INCLUSIVE**. We seek broad community involvement and all points of view.

We are **STEWARDS**. We take seriously the public's trust.

We are **STRATEGIC**. We strive to achieve positive long-term results.

In addition, our work culture emphasizes these key tenets:

Relationships are our priority:

- We have respect, empathy, and appreciation for each other, nonprofit partners, donors, and other constituencies.

Stewardship is our duty:

- We are mindful that the assets we deploy are not "ours," and we strive to be responsive to donors and nonprofits who have entrusted us to do good for our communities.

Joy is our intention:

- We are grateful, flexible, and have fun doing the work we do.

The Position: Finance Director

The Finance Director is a key member of the finance team working closely with the Vice President of Finance and the Chief Financial Officer to carry out the day to day financial and accounting work of the Community Foundation. The Finance Director is a seasoned accounting professional. This position optimizes efficiency and ensures that the Community Foundation is professional and high functioning. The ideal candidate is an experienced manager and is looking for an opportunity to guide community-based work in a fast-paced and growing organization.

Experience and Qualifications Needed

- College degree in accounting *and* minimum of three years' experience in a similar position; experience with nonprofit or fund accounting, auditing or tax return preparation a plus
- Strong experience with general ledger reconciliations and proficient with accounting software
- Proficient with MS Excel and MS Word
- Exceptional organizational and multi-tasking skills and ability to meet deadlines
- Effective judgment and capability to work independently based on directives
- Customer service oriented with high level of discretion with confidential information
- Strong work ethic and an unquestioned reputation for honesty and integrity
- Supervisory experience

Salary Range - Salary range is \$100,000 to \$120,000 based on experience and demonstrated success.

To Apply - Please email a cover letter and resume to HR@arcf.org with "Finance Director" in the subject line by May 16th. **The cover letter should address these questions:**

- How many years of experience do you have in accounting or other relevant experience, and supervising people?
- Why do you want to work at the Community Foundation?



Job Title:	Finance Director
Employed By:	President/CEO
Reports To:	Chief Financial Officer and VP of Finance
Status:	Exempt Full-Time Employee
Purpose of Position:	This position provides a review function to the day-to-day activities of the Finance Associate Gifts and Finance Associate Grants positions. The position supports VP of Finance during the month-end and year-end closing and is responsible for audit schedules. The position is a key knowledge source and internal support for Foundation staff on the database. This position optimizes efficiency and ensures that the Community Foundation is professional and high functioning.

Principal Responsibilities:

Accounting & Database Administration

- Review accounts and grants payable, daily gifts and receipts, and general ledger entries to ensure accuracy and timeliness
- Ensure that funds on hand from gift batches are stored securely and deposited in a timely manner
- Reconcile monthly/quarterly bank and investment accounts
- Follow up routinely on outstanding checks and as necessary, ensure that Gift and Grant Associates request stop payments, and reissue checks
- Assist VP Finance with monthly/annual close
- Oversee the creation and distribution of quarterly fund statements
- Prepare schedules for the annual audit and tax returns
- Process payroll, assist employees with payroll changes, and serve as administrator of the employee payroll Hub.
- Manage credit card system and process monthly credit card fee allocation to funds
- Prepare internal and external reports for management and others
- Complete database entry and maintenance as directed

- Assist staff with generating reports from the database
- Work with local staff to make sure affiliates receive information from the database as needed
- Verify and maintain complete and current database details
- Perform other duties as assigned

Administrative Responsibilities

- Assist VP Finance with compiling/updating written procedures for accounting functions
- Assist with questions from other staff members
- Respond to donor inquiries in a professional and timely manner
- Maintain knowledge of the community foundation field by participating in FAOG list serve and other resources of the field
- Perform other job-related duties as assigned

Knowledge, Skills, and Abilities Required:

- College degree in accounting *and* minimum of three years' experience in a similar position; experience with nonprofit or fund accounting, auditing or tax return preparation a plus
- Strong experience with general ledger reconciliations and proficient with accounting software
- Proficient with MS Excel and MS Word
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