

# MARSHALL COUNTY COMMUNITY FOUNDATION & UNITED WAY OF MARSHALL COUNTY

## JOB DESCRIPTION

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<b>Position Title:</b>	<b>Accounting and Finance Manager</b>
<b>Status:</b>	<b>Exempt/Regular</b>
<b>Hours:</b>	<b>40 hours per week. Typically, between the hours of 8:00-5:00</b>
<b>Reports to:</b>	<b>Executive Director</b>

### SUMMARY OF POSITION:

The Accounting and Finance Manager is responsible for budget development and monitoring, financial reporting, facilitation of audit processes, asset management, gift acceptance processing, financial policies, payroll, and overall accounting functions.

### QUALITIES AND QUALIFICATIONS

#### Minimum Requirements

- Bachelor's degree in an accounting or finance related field and five years' experience in accounting or finance position required.
- Advanced Microsoft Office Suite competency.
- Knowledge of integrated database environments. Experience with Quickbooks, Foundant's Community Suite, and Upic Solution's Donation Tracker preferred.
- High level of integrity, sound judgement, and decision-making ability.
- High attention to detail, analytical and organizational skills.
- Efficient and friendly when working with both customers and staff
- Excellent written, verbal, and listening communication skills.
- Commitment to improving quality of life for those who work and live in Marshall County.

#### Interpersonal and Communication Skills

- Professionalism and high-quality customer service.
- Strong written and verbal communication skills.

#### Planning and Organizational Skills

- Time management and attention to detail.
- Strong analytical and problem-solving skills.
- Follow through and integrity, especially when working independently.

### ESSENTIAL FUNCTIONS OF THE JOB

#### Policies and Procedures

Implement the fiscal policies and procedures as developed by the MCCF and UWMC Boards of Trustees and advise

the Executive Director of needed changes in such policies. Implement and monitor all internal control activities of the Foundation and United Way and maintain financial security to assure confidentiality of information of both stakeholders and employees. Stay up to date with current developments in accounting standards and other rules and regulations affecting the Community Foundation and United Way. Maintain professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks, and participating in professional societies.

### **Asset Development**

Assist members of the executive team with information for presentations to professional advisors and potential donors.

### **Audit**

Coordinate the annual audit and preparation of all tax and regulatory agency filings. Serve as Liaison to the auditor for the Foundation and United Way by preparing all required financial records and letters for the audit.

### **Boards and Committees**

Attend meetings of the Board of Trustees and staff the Finance and Investment Committees. Provide other committees with all financial information needed for their meetings and decision-making process.

### **Budget**

Work with the Executive Director and other staff to assist in providing long-range financial forecasts and project and prepare the annual operating, capital and grants budgets for recommendation to the Audit and Finance Committees and Board of Trustees; monitor approved budgets throughout the year reporting any variance. Work with other team members to develop and monitor specific events and program budgets. Assist in review and evaluation of insurance coverage to ensure adequate coverage.

### **Contact Duties**

Serve as the principal Foundation/United Way contact for all financially related inquiries from fund holders, donors, grantees, outside audit firms, vendors, investment managers, trust officers, and any requests regarding the public disclosure act for 990's and audited financial statements. Participate with other staff in planning, managing, and execution of MCCF/UWMC events and programs as requested. Represent the Foundation and United Way at events as required and appropriate.

### **Financial Reporting**

Review and reconcile monthly and quarterly bank and investment statements. Prepare monthly financial statements and summary financial information for the Executive Director and Board. Prepare other necessary and requested financial reports, including grant reports and industry surveys and reports, for the Executive Director, Board of Trustees and Finance Committees. Inform the Executive Director, Finance Committees and Board of any cost savings or revenue generating ideas. Monitor MCCF's and UWMC's public support status.

### **Fund Management**

Insure that all funds held by the Foundation and United Way are accounted for in the proper manner according to IRS regulations, FASB and other generally accepted accounting principles, by accurately posting revenues and expenses on a regular basis and preparing the Foundation's "amount available to grant (spend)" on an annual basis in accordance with the Foundation's Spending Policy. Process fund statements on a semi-annual basis; process all changes to the fund; monitor and/or maintain the fund's status in the database; report all fund information as needed or requested. Support

other Foundation and United Way staff in the payment and administration of charitable grants from the Foundation and United Way; oversee the processing of all donations including stock and cash for the Foundation and United Way. Verify all contributions to the Foundation and United Way insuring they are deposited with investment manager or financial institutions, credited to the proper funds and accounts, and administered according to fund agreements and Foundation policies and donor pledges and designations and United Way policies.

### **General Accounting**

Maintain electronic accounting systems including setting up and documenting all financial transactions through Foundant's Community Suite for the Foundation and through Upic's Donation Tracker and Quickbooks for United Way. Prepare asset, liability, and capital account entries. Prepare and process general ledger entries. Insure that the Foundation and United Way are properly recording all transactions by preparing monthly account reconciliations for the Foundation's and United Way's bank and investment accounts; calculating monthly transfer between the Foundation's cash and investment accounts; reviewing and issuing Foundation and United Way administrative and grant disbursements and transfers on a weekly basis; maintaining the Foundation's and United Way's balance sheet by preparing monthly reconciliations of general ledger accounts, and properly recording revenue and expense items. Complete transfers between bank and investment accounts as needed. Maintain accounting records and fixed asset listing in accordance with generally accepted accounting principles.

### **Human Resources**

Serve as the Foundation's and United Way's human resources professional by maintaining employee files; coordinate functions including enrollment of new employees and entering changes or adjustments on pay rates, employee status, exemptions, insurance coverage, deductions, and job title; monitor employee benefits and evaluate and recommend those plans which provide cost benefits and best value to both the organizations and the employees; administer or serve as liaison with payroll processing company for biweekly payroll and assure proper submission of payroll taxes; transfer all employee contributions to defined contribution plans; assist in facilitation of the new-hire process and maintenance and updating of the Employee Handbook. Coordinate insurance and service contracts for the Foundation and United Way, including, but not limited to, liability, directors and officers liability, equipment and property lease and rental, building and grounds maintenance and upkeep, etc.; ensure the development and implementation of policies and procedures related to facilities management, building security and emergency preparedness.

### **Investments**

Provide staff support for the Audit/Finance and Investment Committees. Serve as the liaison to and work closely with the Foundation's Investment Managers to monitor investment performance including returns, fees and asset allocations; manage the short term cash flow needs of the investment portfolio; conduct transfers and sales of donated stocks; relay information to Investment Managers of investment transactions that must be performed based on the guidance of the Foundation's Investment Committee in accordance with the Investment Policy; coordinate and facilitate the Investment Committee's efforts to formulate and implement investment policies, asset allocation strategies, and investment manager hiring and evaluations. Serve as staff liaison to the Investment Committee and proactively work to address investment performance concerns as appropriate. Monitor and implement investment strategies as appropriate for United Way.

### **Planned Gifts**

Serve as the Foundation's primary contact for the trustees and administrators of the Foundation's Charitable Remainder Trusts, Charitable Gift Annuities and other planned gifts. Record and monitor the Foundation's planned gifts of life insurance and bequests. Support other MCCF/UWMC staff in processing charitable gifts through MCCF and UWMC.

### **Technology**

Serve as the MCCF/UWMC's technology professional by insuring that MCCF/UWMC's data is safeguarded at the highest level; implement the proper procedures for additions, deletions and changes to database; work with MCCF/UWMC's contracted specialist and other staff to recommend the most appropriate upgrades to MCCF/UWMC's network; trouble shoot minor problems with MCCF/UWMC's network and assist staff with network related problems.

### **Leadership**

Work closely with the Executive Director and other staff in developing and implementing organization-wide, strategic, financial and operating goals; proactively identify potential crisis issues or situations and assist in developing strategies to manage those issues; adhere to code of ethical behavior and practice for functional area and maintain confidentiality of sensitive information.

### **Operations**

Improve the operational systems, processes and policies in support of MCCF/UWMC's missions; develop internal processes as needed; establish priorities for this position; create budgets and timelines for projects related to financial management and manage work flow internal to the department to ensure smooth operations and prevent deviations from accounting standards. Supervise, assign, and plan and review work of the other staff as necessary; develop, implement, evaluate and maintain financial policies and standards to insure strong internal controls and adherence to applicable federal and state regulations and compliance with national community foundation standards and global United Way Worldwide standards.

Other duties as assigned by the Executive Director.

### **KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS (KSAP's)**

1. Demonstrated interpersonal skills necessary to deal tactfully and effectively with persons at all levels developing and maintaining productive relationships both inside and outside the organization.
2. Ability to work independently and in a team environment.
3. Ability to multi-task with attention to detail.
4. Proficiency in general office and administrative support equipment and machines.
5. Demonstrated organizational and time management skills.

### **SPECIAL REQUIREMENTS** *(includes equipment, hours, physical demands)*

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

**Work Environment:** This position typically works in an office setting with a controlled temperature environment.

**Equipment:** This position is required to maintain a working knowledge of all office equipment including personal computers and printers, telephone systems, copiers, etc.

**Hours:** This position typically works 20 hours per week. Typically, between the hours of 8:00-5:00 Monday through Friday. Hours may be adjusted as per the Executive Director during high production times or tight project deadlines.

**Physical Demands:** Must be able to sit for long periods of time. Must be able to stand, climb stairs, walk, lift, carry, bend, and stoop. Must be able to perform fine motor skills. Hearing and visual ability required to read handwritten and/or

typed documents, computer screens, etc. and answer telephone calls. Must be able to lift and/or move up to 10 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.