

Position: Finance Director

918 Church Street, Honesdale, PA 18431.

Full-time exempt 30 hours a week in-office (hybrid work schedule to be arranged with President/CEO approval). Starting salary of \$65,000 per year with some benefits offered by the organization and generous PTO.

General Responsibilities:

The Finance Director reports to the President/CEO and is a key member of the executive leadership team, focused on developing and executing the Wayne County Community Foundation's (WCCF) organizational strategy and ambitious growth goals. The Finance Director works internally and externally to ensure the highest level of stewardship of the Foundation's assets. The CFO leads WCCF's investment activities, supported by a seasoned Investment Committee and independent investment advisors.

Job Responsibilities:

Strategic Financial Leadership

- Optimize financial analysis and planning and ensure fiscal sustainability to support organizational mission.
- Serve as a financial advisor to the Board, President & CEO, providing expert financial insights to inform executive and Board-level decision-making.
- Lead all accounting and finance functions, including recording contributions, fee calculations, investment income allocations, quarterly financial statements, fund holder statements, and proper internal controls.

Financial Operations and Analysis

- Supervise all aspects of financial planning, forecasting, reporting, and budgeting.
- Provide financial analysis and reports as requested by the Board and the President & CEO to support actionable insights and ensure data-driven decision-making including use of reports, queries, and data dashboards.

- Oversee fund administration, maintaining accuracy, donor intent, and administration in accordance with fund agreements in a close working relationship with the Development staff.

Investment and Endowment Management

- Serve as staff lead to the Finance and Investment Committee, working with President & CEO, Committee Chair, and investment consultant to support effective investment management.
- Provide oversight of investment pools, including strategy, performance, and compliance with policies.
- Facilitate Investment Committee review of Investment Policy Statement, investment consultant and advisors, asset allocation, and fees and distribution rate.
- Provide financial analysis to the Investment Committee for use in determining fees and distribution rate.
- Lead the design and execution of an impact investing strategy that generates both financial returns and social impact.

Audit and Tax Compliance

- Maintain relationship with CPA firm for audit and tax return preparation.
- Oversee coordination of audit activities, including planning, fieldwork, and delivery of the audit report to the Board.
- Ensure compliance with federal, state, and local regulations and industry best practices

Budgeting and Fiscal Responsibility

- Lead the budget and projections process to build and maintain organizational strength, including coordinating the development of the budget.
- Design and implement strategies to balance the Community Foundation's budget, ensuring long-term sustainability.

- Identify cost-saving opportunities and revenue generating initiatives to enhance financial health.
- Monitor the approved budget through quarterly financial reviews and mid-year projections.
- Facilitate accurate reporting for grants to WCCF

Human Resources Management

- Oversee human resources functions, including policies, payroll, benefits, hiring, and orientation.
- Monitor employee benefits administration, including performing annual evaluation of all employee benefits.
- Work with President & CEO to lead annual compensation decisions.

Other duties as assigned by the President/CEO

Professional Qualifications:

1. Minimum of ten years with senior-level management experience within finance and/or accounting departments; non-profit experience preferred
2. An undergraduate degree in business, accounting, or a related field, or equivalent education and experience
3. Demonstrated, extensive knowledge of financial strategy, trends and reports
4. Demonstrated knowledge of accounting processes and systems
5. Demonstrated mastery of generally accepted accounting principles (GAAP) for nonprofit organizations and a basic understanding of tax and other state and federal laws pertinent to nonprofit organizations as well as the principles of fund accounting
6. Experience with integrated grants and accounting systems; excellent working knowledge of office and enterprise systems technologies
7. Demonstrated knowledge of technology and experience upgrading systems and streamlining processes
8. Sharp investment acumen, evidenced by experience in working either in foundations, family offices, or wealth management
9. Ability to effectively communicate with all levels of the organization and external contacts

10. Ability to lead, develop and mentor staff
11. Demonstrated interest in philanthropy and a commitment to service
12. A deep commitment to diversity, equity, and inclusion
13. Collaborative, humble, and team-oriented work style
14. Ability to work well independently and part of a team

Additional Requirements:

Physical Requirements: able to sit at a computer for multiple hours at a time.

Some evenings and weekends are required on occasion for special events and programs

Equal Employment Opportunity

Wayne County Community Foundation is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, sexual orientation, gender identity, national origin, protected veteran status, disability, or any other basis protected by federal, state, or local law.