

**Manager of Finance and Administration**

**Reports to:** Executive Director

**Status & Location:** full-time, 40 hours/week, telework and on-site

**Workweek:** 8:30 am to 5 pm M-F

**POSITION DESCRIPTION SUMMARY:** The Catholic Community Foundation of Mid-Michigan (Foundation) seeks a full-time Manager of Finance and Administration to serve as a key member of the Foundation's leadership team. The Manager of Finance and Administration has responsibility for the Foundation's fiscal and administrative operations: accounting, financial management, budgeting, audit, tax, investment, human resources, and general operations. The role supports the Foundation's mission by providing and supporting excellent service to internal and external constituents, with a focus on efficiency and excellence through diligent management of operational processes and procedures.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- **Financial Management and Accounting**
  - Oversee accounting and financial reporting for the Foundation.
  - Create the annual budget and monitor performance throughout the fiscal year.
  - Develop, implement, and maintain effective accounting policies and internal controls.
  - Provide timely, accurate, informative, and user-friendly financial information, analysis, and projections as needed for the Foundation's Board, staff, and fund holders and partner organizations.
  - Oversee all internal aspects of pledge receivable process to ensure production of timely donor statements, and other externally facing financial activities.
  - Ensure a timely and accurate disbursement process for grants in accordance with Foundation policies and relevant legal and best practice standards.
  - Coordinate management and reporting for managed investment funds with the Development team.
  - Manage financial and investment transactions to maintain cash flows and investment portfolios as appropriate, in consultation with the Foundation's Investment Committee. Review balances of investment and bank and accounts regularly. Provide timely reports to leadership team, Board committees, and staff regarding investment matters.
  - Manage and oversee the Finance Committee and Investment Committee meetings; set meetings, prepare agenda and minutes.
  
- **Administration**
  - Assess Foundation technology needs in coordination with staff and consultants. Identify proposed solutions and manage implementation of selected technology as appropriate.

- **Compliance and Risk Management**

- Ensure timely and efficient preparation of annual audited financial statements, 990 tax returns, and relevant Michigan state filings.
- Oversee compliance matters relating to federal, state, and local laws and national best practice standards, including requirements applying to Section 501(c)(3) nonprofit public charities and those specific to community foundations.
- Oversee the risk management function and insurance coverages.

- **Institutional Leadership**

- Maintain strong working relationships with Foundation colleagues, donors, pastors, Board members, grantees, and organizations within the Catholic philanthropic field.
- Coordinate and attend the Foundation's Finance, Investment, and Audit Committee meetings, while providing staff support to other committees of the Board of Trustees as needed.
- Perform other duties as assigned from time to time.

## **COMPETENCIES/SKILLS**

- Excellent interpersonal and written communication skills and problem-solving abilities. Highly motivated with the ability to work independently while participating as an effective member of a team.
- Excellent organizational skills and attention to detail. Ability to prioritize, work effectively, adjust to multiple demands, and follow tasks through to completion.
- Extensive experience with MS Office including Excel; experience with nonprofit Financial Edge, FIMS, Foundant, and/or related financial software.
- Proven ability to prioritize and multi-task while exercising good judgment, maintaining a high level of customer service and value-based integrity among Foundation stakeholders.
- Aptitude and enthusiasm necessary to work in a new initiative, including a positive sense of humor and a solution-oriented attitude.

## **QUALIFICATIONS**

- A minimum of 5-7 years of relevant experience, preferably in nonprofit and/or foundation environments, with a proven track record in the areas of planning, financial management, and operational oversight. Thorough knowledge of GAAP and FASB topics as these apply to nonprofits and familiarity with nonprofit endowment accounting and management.
- A CPA certification, bachelor's degree in finance, accounting, or related field required. This role requires a high level of financial/analytical skills and an extensive knowledge of financial policies, practices, & investment and treasury systems.
- Must adhere to Foundation standards of integrity, professionalism, loyalty, diligence, reliability, sobriety, and respect for all. Conduct must be in accordance with the moral and religious doctrines and teachings of the Roman Catholic Church.

## **WORKING CONDITIONS**

- Hours of work: typical work schedule is during normal business hours; evening and weekend availability as needed.
- Nature of work is primarily in an office setting where the employee is required to do extensive computer work, interaction with vendors, donors, and the public.
- Employee is expected to walk, talk, reach, stand, sit, hear, and use repetitive motion of hands and feet, and may be required to lift a banker's box full of documents.

## **BENEFITS AND COMPENSATION**

- Competitive salary started depending on qualifications and recent program direction experience.
- Excellent insurance plans through the Michigan Catholic Conference.
- Generous paid time off: vacation leave, personal days, sick leave.
- Occasional teleworking is an option.

**HOW TO APPLY:** Please submit a cover letter, resume, and salary expectations to - [kristin.smith@ccfmm.org](mailto:kristin.smith@ccfmm.org). Applications desired prior to June 30, 2022. Applications will be accepted until the position is filled.

*The Catholic Foundation of Mid-Michigan is proud to be an equal opportunity employer.*