



Job Title: Director of Finance

Waco Foundation is a charitable organization with over \$100 million in assets that provides grants and other charitable services in McLennan County, Texas. Waco Foundation has a substantial unrestricted endowment and operates under a leadership model. Work at the Waco Foundation is highly suited for an individual who has a passion for improving the world and particularly the local community, working very hard, problem solving, personal growth and working with others. Recent work includes a commitment to racial equity and interest in addressing long term, systemic challenges. All positions at the Foundation offer opportunity for advancement and growth as a result of sustained, dedicated work of employees. This position requires a high level of financial and analytical skills and an extensive knowledge of financial policies, practices and investment and treasury systems.

A Successful Candidate Will Have:

- Passion for community work, learning, problem solving and a fast-paced schedule;
- Bachelor's degree in accounting from an accredited college or university as well as a CPA license is required;
- A minimum of 10 years of relevant experience with a proven track record in areas of planning, financial management and operational oversight.
- Thorough knowledge of GAAP and FASB topics as these apply to nonprofits and familiarity with nonprofit accounting, tax law, and management;
- Proficiency with computer technology and its use in communication, data gathering and management, extensive experience with MS Office and Excel or comparable software. Knowledge of Foundant Community Foundation software a plus;
- Highest ethical standards, honesty, integrity, professionalism, diplomacy, flexibility, politeness, courteousness and the ability to appropriately protect confidential information;
- Ability to work independently, to exercise discretion and independent judgment and to meet deadlines;
- Excellent analytical and organizational skills, attention to detail and the ability to multi-task;
- Strong interpersonal skills, including excellent verbal and written communication skills;
- The ability to relate well to and understand a wide variety of people that comprise Foundation constituencies;
- A positive attitude, dedication to quality and accuracy and an ability to work well with co-workers in a small office;
- Reliable transportation;
- Knowledge of community needs, McLennan County nonprofit organizations, and community foundations a plus.

Work Hours: Monday through Friday 8:30 a.m. to 5:00 p.m. with a one (1) hour lunch.

Pay Rate: Commensurate with education and experience. The Foundation pays full health coverage for full time employees. Employees are eligible for the Foundation's retirement program following the completion of one year of service in which the employee works at least 1,000 hours. The Foundation also provides substantial professional development opportunities and encourages leadership development among its employees.

Job Structure:

The Director of Finance's work responsibilities will include, but are not limited to, the following:

High-Level Accounting & Investment Management

- Review and edit financial and accounting documents, reports and statements to ensure accuracy, completeness and compliance with generally accepted accounting principles, current charitable tax

- law, and National Standards accreditation for both Waco Foundation and its public supporting organization, WF Assets
- Develop and monitor the Foundation's annual administrative and departmental budgets; monitor expenses by program area and notify Executive Director of any areas of concern
 - Manage the development and implementation of departmental accounting systems and related policies and procedures
 - Periodically review other Foundation software accounting systems
 - Regularly review cash needs and ensure funds are available for operations as needed
 - Prepare reports and statements for the Foundation's Board of Trustees, Committees, and donors
 - Manage general bookkeeping including processing donations, managing and processing payables, maintaining depreciation schedules, reviewing and reconciling bank statements
 - Analyze short-term and long-term fiscal goals and project cash requirements; develop and update a five-year financial forecast each year
 - Serve as the primary staff support for the Foundation's Finance, Investment and Audit Committees, which involves coordinating and attending all meetings and maintaining minutes and other records for committees.
 - Support the Secretary/Treasurer of the Board of Trustees as needed. Coordinate annual audit and serve as liaison between auditors and Audit Committee
 - Support the review and monitoring of Investment Performance, as well as the periodic review and RFP process associated with the Foundation's Investment Counsel.
 - Serve as primary contact for Investment Counsel and implement all necessary investment transactions.
 - Prepare the annual 990 forms for Waco Foundation and WF Assets, Inc., all affiliated organizations and corporations, including Form 990-T, as required

Information Technology, HR, and Risk Management

- Assess the Foundation's technology risk and needs in coordination with other staff and consultants, identify proposed solutions and management implementation of selected technology as appropriate
- Manage the Foundation's Cybersecurity policies, plans and projects to ensure that the Foundation's data is protected through either outsourced or in house staffing. Regularly review and test compliance with policies. Remain current with advances in data security by attending conferences, meetings, and courses as appropriate
- Co-Manage Foundant Profiles database, along with Director of Communications and Donor Services and Administrative Assistant
- Work with Foundation's risk management team to manage all aspects of Foundation's risk management, including periodic review of insurance policies, to ensure Foundation is compliant with all laws and standards of professional practice
- Manage the functions of the outsourced payroll and retirement plan administration, including reporting to the payroll contractor and management of the payroll software
- Supervise the Administrative Assistant and Finance and Admin Interns in bookkeeping functions

Upon approval, thorough background and reference checks may be conducted. These include but may not be limited to educational verification, criminal background check, credit history, and pre-employment drug screening.

Interested candidates should submit a cover letter and resume to Ashley Allison at DOFsearch@wacofoundation.org.