THE LYNDE AND HARRY BRADLEY FOUNDATION

# JOB TITLE: Vice President for Finance STATUS: Exempt

 Treasurer and Assistant Secretary

# REPORTS TO: President DATE: August 2016

# Position Summary:

Overall responsibility for all financial matters of the Foundation including financial and regulatory reporting, internal accounting, investment accounting, taxes, and budgeting in accordance with the policies, goals and objectives of The Lynde and Harry Bradley Foundation. As a member of the Executive Team, collaborates with all members of the management team.

# Responsibilities Include:

* Provides support and recommendations to the President regarding the Foundation’s financial, regulatory and policy matters.
* Provides the Foundation Board and Finance and Audit Committees with timely and accurate reports, information, and advice on all accounting, auditing and treasury matters needed to carry out their fiduciary duties effectively.
* Provides support to the Personnel Committee regarding compensation, compensation agreements, and employee benefits.
* Reviews Audit, Finance, and Personnel Committee meeting minutes, assists in preparation of Audit, Finance, and Personnel Committee meeting agendas and attends meetings; attends board meetings and prepares board minutes.
* Responsible for implementing the Foundation’s spending policy. Directs preparation of multi-year budgeting for spending policy analysis and compliance.
* Oversees financial reporting and accounting systems to ensure compliance with generally accepted accounting principles and to conform with tax and regulatory rules applicable to private foundations.
* Establishes and maintains relationships with custodian, bankers, auditors, attorneys, and other consultants. Maintains relationship with investment consultant.
* Oversees development and improvement of financial systems and investment reporting.
* Remains current on accounting and tax reporting matters and sustains mechanisms that meet all established internal operating policies and external regulatory audit and tax (IRS) requirements.
* Manages annual financial audit conducted by the accounting firm.
* Oversees compliance for federal, multi-state, and other regulatory agencies.
* Oversight for risk and insurance management.
* Oversees yearly financial planning, grant and operating budgeting, and analysis. Provides input on the development of the Foundation’s annual budget and monitors activities to assure compliance with budget and business goals.
* Oversees cash flow monitoring and cash management to meet the investment policy requirements, investment commitments and grant and administrative cash needs.
* Manages the financial staff and grants administrator. Responsibilities include hiring, training, performance management, and discipline.
* Reviews monthly financial statements and supporting investment reports.
* Works closely with the Vice President for Investments to implement the investment strategy, oversees maintenance and updating of investment accounting and performance reporting systems. Reviews all investment subscription documents, agreements, amendments, and regulatory requirements.
* Oversees grant compliance matters, including monitoring legislation, consulting with counsel, and recommending implementation of new procedures. Provides assistance to the President and program staff on grant related matters.
* Provides assistance to the President and program staff on grant related matters. Works directly with grantees when needed.
* Provides tax research assistance to VP for Administration on employee benefits.
* Participates as an executive team member on matters affecting the overall general operation of the Foundation. May make decisions and recommendations that influence work performed by other departments.

**Other duties and assignments:**

Other duties as may be assigned by the President to fulfill the responsibilities of this position.

**Work Relationships and Scope:**

This position reports directly to the President of The Lynde and Harry Bradley Foundation. Regular interactions with other employees of the Foundation to integrate work activities. Occasional contact with members of the Board of Directors. Regular contact with members of the Finance, Audit, and Personnel Committees. Frequent contact with bankers, attorneys, accountants, and financial professionals. Attends Board and Budget meetings and Finance, Audit, and Personnel Committee meetings. Manages the Controller and Accountant.

## **Measures of Performance:**

Adherence to solid accounting and investment principles, responsiveness to the informational needs of the President and Board; leadership example; effectiveness of written and verbal communications, development of strong and productive working relationships with the President, Board members, senior management, co-workers, staff, outside vendors, to include attorneys, bankers, accountants, and other business relationships in the community; staff development; innovation; ability to keep Foundation information confidential; soundness of business decisions; and loyalty to the Foundation.

**Knowledge, Skills and Abilities:**

Bachelor’s degree in accounting (CPA required). Minimum of ten years of progressively responsible financial management positions in public and private work environments. Comprehensive knowledge of financial management, financial reporting, budgeting, audit, risk management, information systems, employee benefits, philanthropic practices and non-profit law. Advanced level knowledge of foundation tax regulations, including unique IRS rules affecting foundation governance. Knowledge of financial, investment, and treasury support systems. Working knowledge of investment management, capital markets, asset allocation, investment strategies and investment due diligence. Understanding of taxation of partnerships, foreign investments, and financial products. Strong interpersonal and communication skills, capable of managing a professional staff, adept at problem resolution and decision making, effectively manage and carryout multiple competing priorities and deadlines, exercises discretion to maintain confidential business affairs, has a strong work ethic and supports the Foundation’s mission and values

## **Working Conditions:**

Work is performed in a pleasant office environment with minimal exposure to injury. Work hours are generally weekdays during normal business hours and will usually average 40+ hours a week. Limited travel is required.

### **Acknowledgement:**

This job description describes the general nature and level of work performed by the employee assigned to this position. It does not state or imply that these are the only duties and responsibilities assigned to the job. The employee may be required to perform other job-related duties as requested by the President. All requirements are subject to change over time, and to possible modification to reasonably accommodate individuals with a disability.

Employee Signature Date