

## **Director of Finance**

Primary responsibilities include preparation and oversight of the annual Foundation budget, management of all Operating, Endowment, Investment and Capital funds/sub-funds, supervision and management of all HR functions to include employee payroll processing and benefit programs, and coordination and completion of the annual audit.

This position reports directly to the President and CEO of the Foundation and also serves as liaison to the several committees and outside contractors (investment manager, auditor, insurance brokers and bankers) providing services to the Foundation.

### **Required Qualifications:**

- Bachelor's degree in Business Administration, Finance or related field.
- Minimum of 5 years' experience in financial management role with progressively increasing responsibility

### **Preferred Qualifications:**

- The ideal candidate has experience of final responsibility for the quality and content of all financial data, reporting and audit coordination and has preferably overseen a human resources function.
- Minimum of 5 years' supervisory experience in human resource management
- MBA and/or CPA preferred.

The George Washington Foundation offers a comprehensive benefit package. Salary is commensurate with experience. Apply online at [www.kenmore.org/employment](http://www.kenmore.org/employment). If preferred, e-mail resume and cover letter with salary requirements to HR@gwffoundation.org or mail to Human Resources Office, 1201 Washington Avenue, Fredericksburg, VA 22401

Position will be open until filled. EOE.

### **Skills:**

- Possess and communicate a solid understanding of accounting, budgeting, investments, and allocation of resources
- Possess and communicate strong understanding of human resource management with control of hiring, payroll function and benefit management.
- Exhibit high proficiency with various software programs.
- Demonstrate strong, collaborative leadership and excellent management skills
- Display effective communication and problem solving skills with the ability to translate financial concepts to those who do not necessarily have a financial background.

## Duties and Responsibilities

### **1. Financial/Budgetary**

- a. Drafts the annual operating budget for approval by the President, working with staff
- b. Implements, analyzes, monitors and controls the annual budget (this includes assisting staff with budgetary inquiries and being involved in the decision-making process as needed for any expenditures).
- c. Provides revenue and expense forecasting.
- d. Provides all financial documentation for the President.
- e. Analyze and present financial reports in an accurate and timely manner; clearly communicate periodic financial statements for a variety of purposes and audiences.
- f. Explores and analyzes potential funding sources (e.g. bonds, loans, etc.) and makes recommendations to the President.
- g. Day-to-day management and control of the endowment and investment fund, working with staff.
- h. Maintains detailed financial records for all restricted and temporarily restricted funds and sub-funds.
- i. In conjunction with the Auditing Firm for the Foundation, coordinates and completes the annual audit and all required annual tax filings for the Foundation.
- j. Plans, coordinates and implements the highest level of business management for all special funds and projects (e.g. bond activities, restoration project, etc.).

### **2. Supervision of the Business and Finance operation:**

- a. Supervise and direct the activities of staff, overseeing the day-to-day operation of the business and finance department.
- b. Ensure the segregation of duties for all accounts receivable, accounts payable and cash receipting activities.
- c. To the extent possible, ensure cross training to prevent a loss of operations.
- d. Implement and monitor formalized procedures for purchasing and acquisitions, hiring, evaluations, etc.
- e. Maintain a competitive and financially sound insurance program.
- f. Obtain legal and financial opinions and interpretations as needed.
- g. Make decisions regarding the equipment and software necessary to ensure an efficient and accurate business and finance operation.

**3. Supervision of the Human Resource operation:**

- a. Ensure oversight and review of the payroll and time reporting process.
- b. Oversee all recruiting, hiring and termination processes.
- c. Formulates, recommends and ensures the effective implementation of all general personnel policies and procedures.
- d. Works with the President, Vice President and department heads to ensure productivity levels are maintained through effective monitoring of staffing levels.
- e. Responsible for the maintenance of the formal compensation structure.
- e. Responsible for the maintenance of the employee handbook.
- f. Draft and present final recommendations to the President with regard to employee compensation and benefits programs.
- h. Perform any employee counseling or problem resolution necessary in conjunction with any other appropriate staff members.