



**Job Title:** Director of Finance  
**Job Type:** Full-Time; Exempt  
**Reports to:** Executive Director

### **Purpose**

Waco Foundation is a charitable organization with over \$125 million in assets that provides grants and other charitable services in McLennan County, Texas.

### **Nature of Work**

Work at the Waco Foundation is highly-suited for the 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. All positions at the Foundation offer opportunity for advancement and growth as a result of sustained, dedicated work of employees. This position has the opportunity to advance to the CFO level, earning a salary of upwards of \$160,000 - \$180,000 annually.

### **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 is required; CPA is preferred;
- Intermediate to advanced knowledge of current Office as well as Windows software;
- Highest ethical standards, honesty, integrity, professionalism, diplomacy, flexibility, politeness, courteousness and the ability to appropriately protect confidential information;
- Interest in being a part of a highly-skilled, hard-working team;
- Ability to work independently, to exercise discretion and independent judgment, and to meet deadlines;
- Excellent analytical and organizational skills 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; and
- Reliable transportation.

**Work Hours:** Office hours are Monday through Friday 9:00 a.m. to 5:00 p.m. with a one (1) hour lunch. The Foundation offers a very a flexible schedule and allows employees the ability to work from home up to two days per week.

**Pay Rate:** Salary is expected to be \$100,000 - \$150,000 depending on 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.

**Job Structure:**

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

***High-Level Accounting Responsibilities (55%)***

- 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;
- Work with Foundation's risk management team to manage all aspects of Foundation's risk, including periodic review of insurance policies, to ensure Foundation is compliant with all laws and standards of professional practice;
- 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;
- Prepare monthly financial reports for the Executive Director and Board of Trustees;
- Maintain within the Foundation's accounting system the books for WF Assets, Inc., a public supporting organization of Waco Foundation;
- Manage the accounting for all funds, monitor disbursements and prepare monthly fund statements for fund representatives;
- Prepare manual fund statements as requested by fund representatives or agency auditors;
- Co-Manage CommunitySuite database, along with Senior Director of Communications and Donor Services;
- Monitor the management of the Foundation's oil and gas properties;
- Regularly review cash needs and ensure funds are available for operations as needed;
- Support the work of the organization's Treasurer and the Investment and Finance Committees;
- Develop a process to review the Investment Consultant on an annual basis;

- Coordinate annual audit and serve as liaison between auditors and Audit Committee;
- Analyze short-term and long-term fiscal goals and project cash requirements;
- Develop and update a five-year financial forecast each year;
- Develop, implement, and update written financial management policies and operating procedures;
- Conduct special projects for the Finance and Investment Committees and the Executive Director;
- Co-Supervise a support staff, along with the Senior Director of Communications and Donor Services, in general office functions: preparation and mailing of all gift acknowledgement letters, memorial cards and donor advised grantee letters; mailing of quarterly fund statements to fund representatives;
- Prepare consent agenda items for bi-monthly board meetings;
- Manage support staff as he/she/they maintains files on all brokerage accounts and money managers and updates signature authority information on all investment accounts as needed;
- Prepare the annual 990 forms for Waco Foundation and WF Assets, Inc.; and
- Facilitate the preparation of Form 990-T, as required.

#### ***General Bookkeeping (35%)***

- Post donations received;
- Post accounts payable and grants payable and process checks for such payables;
- Maintain depreciation schedules and prepare general journal entries for depreciation and accrued expenses;
- Review and approve monthly bank statements and reconciliation; and
- Supervise support staff in bookkeeping functions.

#### ***Investment Management (5%)***

- Work with Investment Consultant to manage investment vehicles for the Foundation's investment pools:
  - Complete subscription agreement packages provided by Investment Advisor;
  - Ensure capital calls are funded via letter signed by Executive Director;
  - Login to investment accounts monthly to pull down statements for reconciliation to Community Bank trust statement; and
  - Complete annual self-certification documents for investments as requested.

#### ***Human Resources (5%)***

- Coordinate the Foundation's employee payroll and retirement plan benefits:
  - Manage payroll service provider;

- Enroll new employees into and answer existing employees' questions about the 401(k) retirement plan;
- Work with 401(k) plan administrator regarding enrolling eligible staff into the retirement plan;
- Process semi-monthly payroll in conjunction with payroll service provider; update employee changes to payroll deductions; and
- Process semi-monthly employee contributions and quarterly employer contributions to the Foundation's retirement plan.

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.