TITLE: Chief Financial Officer
REPORTS TO: President and CEO

Organization and Position Overview:
The Community Foundations of the Hudson Valley is seeking a qualified Chief Financial Officer. The Chief Financial Officer is an integral part to the Foundations achieving its mission of connecting people who care with causes that matter. The Chief Financial Officer is responsible for all accounting, financial, investment and fund processing and reporting, and select personnel and administrative functions.

Founded in 1969, the Community Foundations of the Hudson Valley administers more than 500 charitable funds and distributes over $25.0 million in grants and scholarships last year. The Community Foundations is one of more than 800 tax-exempt, non-sectarian, regionally focused public charities with a long term goal of building permanent funds established by donors for the charitable benefit of the Hudson Valley and beyond.

Responsibilities:

Financial Management
- Maintain accounting records in accordance with generally accepted accounting principles;
- Administer accounting policies and procedures as well as supervise and execute the day-to-day accounting and internal control activities of the Foundations;
- Provide staff support to the Foundations Finance, Investment and Audit Committees and all other financial support needed to aid various committees and the Board of Trustees in their decision making;
- Coordinate the development of annual operating budgets and submit to the President and the Finance Committee for review;
- Monitor approved operating budgets;
- Create and distribute financial statements to the President, Finance Committee and Board of Trustees;
- Process all contributions (cash, credit card, securities, etc.) to the Foundations ensuring they are deposited with investment managers or financial institutions, credited to the proper funds, and administered according to the fund agreements and Foundations policies;
- Process and record vendor payments
- Process grant payments
- Prepare income distributions for trusts which the Foundation serves as trustee;
- Reconcile bank and investment accounts
- Reconcile general ledger accounts
- Prepare fund statements;
- Respond to inquiries from fund holders;
- Prepare and record the annual payouts from unrestricted funds
- Calculate and post the annual spending policy amounts
- Prepare annual 1099s
• Provide requested schedules, documents, and files to the Foundations auditors for our IRS Form 990, NYS CHAR500, and financial statement Audit; and
• Maintain a working knowledge of Microsoft Windows, Word, Excel and the Foundations’ database and financial software;

**Investment Management**
• Work closely with the Foundations’ Investment Committee and managers to ensure adherence to the Foundation’s investment guidelines and policies;
• Monitor cash flow requirements and manage the Foundations’ cash so as to maximize the return on its investment;
• Maintain bank balances at optimum FDIC insurance coverage
• Record monthly investment earnings and allocate to the funds
• Rebalance asset allocations as needed; and
• Prepare investment performance and asset analysis reports.

**Personnel and Benefit Administration**
• Maintain, process and record payroll;
• Coordinate employee benefit programs and personnel policies with the HR administrator

**Other Responsibilities**
• Ensure compliance with all applicable Financial Accounting Standards Board, Internal Revenue Service, New York State Attorney General and other government regulations;
• Assist in providing donor relations and development activities;
• Maintain the Internal Control Policy, Investment Policy and Fixed Asset Policy;
• Maintain fixed asset records and perform annual fixed asset inventory
• Respond to surveys and questionnaires concerning the operations and investments of the Foundation;
• Participate in relevant professional associations; and
• Fulfill other duties as assigned by the President.

**Qualifications and Experience:**
1. Bachelor’s degree in accounting required. MBA or CPA a plus.
2. Three or more years of work experience, including accounting software and spreadsheets, with experience in fund accounting and tax principles related to nonprofit organizations or foundations preferred.
3. Demonstrated knowledge of securities investments and asset allocation strategies.
4. Demonstrated ethics, integrity, loyalty, good judgment, diplomacy and discretion.
5. Strong work ethic with a dedication to quality and accuracy.
6. Strong communication skills, both oral and written, especially in conveying financial information and concepts.
7. Strong organizational, managerial and analytical skills.
8. Strong computer skills; proficiency in Excel
9. Flexible, able to adjust activities and priorities, and take on new responsibilities.
10. Ability to perform responsibilities in a professional manner and to handle assignments with a high degree of accuracy and confidentiality.
11. Ability to work in a team environment.
12. Commitment to philanthropy and improving the quality of life in our community.

**SPECIAL CONSIDERATIONS:**
• Must be able to work as a collaborative and positive team member with the willingness to assist others with their tasks when the needs of the Foundation require such.
• Must be available to work outside of regular work hours when the demands of the Foundation require such. This may include on-site and off-site work.
• Applicants with diverse backgrounds, experiences, abilities and perspectives are encouraged to apply.

OFFICE HOURS AND LOCATIONS:
Monday through Friday, 9:00 to 5:00.
280 Wall Street, Kingston and 80 Washington Street, Poughkeepsie
(position is located in Poughkeepsie)

TO APPLY:
Please send cover letter and resume to: Nevill Smythe, Interim President & CEO
NSmythe@CommunityFoundationsHV.org

Community Foundation FAX: 845-452-3083
80 Washington Street, #201
Poughkeepsie, NY 12601

Position will remain open until filled. Both documents are required and applications will not be reviewed if either document is missing. No phone calls please.