COMMUNITY FOUNDATION OF SARASOTA COUNTY
JOB PROFILE: Vice President, Finance

Date: 04/01/2022
Reports to: CFO
Supervises: Director of Accounting & Coordinator, Grant Administration
FLSA Status: Exempt

Purpose: The Vice President, Finance position oversees the day-to-day accounting functions, financial reporting and internal controls of the Foundation. Responsibilities include budget oversight, financial analysis and reporting, account reconciliation, vendor purchasing/payment, fund accounting oversight and grant administration. Leads the annual audit and related tax filings.

Principal Duties and Responsibilities

Daily Accounting Function:
- Supervises the daily accounting function, including oversight of receipts and disbursements. Ensures that gifts are appropriately recorded and receipted. Reviews vendor records, vouchers and receipts for proper coding and compliance.
- Reviews bank account reconciliations for the Foundation’s operating funds, component funds and supporting organizations.
- Reviews the work of accounting staff related to the preparation of journal entries, reconciliations, financial statements and other financial information for various component funds within the Foundation.
- Reviews monthly investment reconciliements for the Foundation pool and individually managed accounts, prepared by staff.
- Supervises and reviews the Foundation’s fixed asset records; depreciation; subsidiary ledgers and reporting for city, county, and state agencies.
- Meets the financial reporting and analysis needs of staff, donors, and other stakeholders.

Accounting and Budgeting:
- Establishes and maintains accounting systems that comply with generally accepted accounting principles, meets audit standards, and adheres to all IRS, federal, and state regulations.
- Oversees Accounts Payable and ensures the Foundation is meeting financial obligations in a timely manner and staying within budget.
Accounting and Budgeting (continued):
• Works with staff to ensure a timely and accurate close to the monthly books, including reconciliations for all investment funds and accounts.
• Directs and monitors the preparation and analysis of financial statements for the Foundation’s operating funds, component funds and supporting organizations.
• Prepares the annual operating budget for the CFO & President/CEO.
• Oversees the annual financial statement audit process and required tax filings while working closely with staff and our outside CPA firm.
• Maintains current knowledge of GAAP, fund accounting and charitable giving rules.

Grant Administration:
• Manages and administers grant making from donor advised and designated funds.
• Oversees grantee due diligence and reviews grant disbursements.
• Develops, implements and monitors grant reporting processes, including Board of Director reporting.
• Participates in data sharing with professional associations to which the Foundation belongs, as needed.

Technology and Office Management:
• Maintains deep understanding of organization wide processes; regularly evaluates and determines where efficiencies can be gained.
• Develops and maintains data integrity for accounting practices, operating procedures, and internal controls to ensure accurate and reliable data. Provides research and recommendations for continuous improvement.
• Provides expertise in Foundation’s accounting software and ad-hoc reporting.
• Collaborates with internal and external teams on system implementations.

Position Qualifications:
• Bachelor’s degree in Accounting, Finance or Business Administration is required.
• A minimum of 7 years of accounting or finance positions of increasing responsibility, including staff management.
• Experience in public accounting (preferred).
• Experience with preparing complex financial reports.
• Experience in nonprofit fund accounting is desirable.
• Ability to communicate effectively with a variety of individuals; work well with nonprofit organizations, donors and members of the Board of Directors. This includes both oral and written communication and the ability to produce comprehensive reports.

Technology Qualifications:
• Proficient with Microsoft Office Suite, moderate to advanced skills in Word, EXCEL, and PowerPoint.
• FIMS software knowledge or other comparable donor database software. Ability to become proficient with FIMS software within 90 days of hire.
• Ability to self-support for basic computer and network problems.

General Performance Standards and Expectations:
In addition to satisfactory performance on all essential job duties and responsibilities for this job, the Community Foundation of Sarasota County employees strive to demonstrate our service philosophy of P.R.I.D.E. in excellence to our internal and external constituents.
Purposeful Worker
- Goal Oriented
- Gets job done within deadlines
- Self-Motivated
- Takes Ownership
- Accountable
- Maintains required technical skills
- Calm under stress

Respect
- Respect for importance of everyone
- Empathetic Listener
- Ask and listen
- Provides excellent customer service, both internal & external
- Demonstrates qualities of a Servant Leader
- Under promises and over delivers
- Authentic, honest, genuine

Inspirational
- Curious about new information
- Creative, independent thinker
- Problem solver – thinks outside the box
- Continuous learner

Dedicated Team Player
- Works well across disciplines
- Adaptable to change
- Listens to other’s ideas
- Accepts different assignments

Enthusiastic
- Excited about the CFSC mission
- Optimistic, positive attitude