

## U.S. Endowment for Forestry and Communities

**Position Title:** Director of Finance

**Supervisors Position/Title:** Senior Vice President

**Summary Statement:**

The Director of Finance (DoF) reports to the Senior Vice President in a lean-staffed organization where each position plays multiple roles. In the absence of the SVP, the DoF reports directly to the President. The DoF, working with the President, SVP, Vice President – Community Development, Executive Assistant and the Board will serve as the organization’s senior financial officer in an organization seeking to effect positive change at the nexus of working forests and forest-reliant communities. The successful candidate will ensure that the organization is in compliance with all financial/accounting procedures, regulations and laws and will ensure the quality and accuracy of financial reports for management, Board, partners and external audiences (e.g. auditor, general public, etc). The DoF will be an integral part of the programmatic team with lead responsibility for identifying and implementing operating systems and efficiencies in management of the grant portfolio as well as across the entire organization. While not managing the Endowment’s investment portfolio, the DoF will be the primary day-to-day contact with the organization’s investment management partner.

**Essential Duties & Responsibilities:**

- Lead in establishing financial affairs of the organization including preparation and analysis of monthly, annual and multi-year G&A and Program budgets
- Lead in developing financial reports for compliance with all grants and contracts including working directly with grantees as needed
- Interface with Investment Manager to ensure proper accounting of results, comparison with benchmarks and monthly roll-forwards
- Interface with external audit team to ensure compliance with all accepted procedures to result in clean audit
- Work across entire organization, but especially grants management system, to ensure operating efficiencies
- Ensure that organization and team are successful

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### **REQUIRED Minimum Knowledge, Skills, Education/Training and Experience:**

- Bachelors' Degree in Accounting, Finance or Business Administration
- 7 years experience in a related position
- Strong work ethic and team player in a small organization
- Competent with MicroSoft Office, Excel and Quick Books

### **PREFERRED Knowledge, Skills, Education/Training and Experience:**

- Experience with a non-profit foundation, endowment or related entity
- Experience with MicroEdge GIFTS grants management system
- Experience working with federal/state agencies and A-133 audits
- Certified Public Accountant or equivalent

**Location:** Greenville, SC

**Salary:** Commensurate with experience.

Send Resume with cover letter summarizing aspirations, skills and experiences to U.S. Endowment for Forestry and Communities to P.O. Box 2364, Greenville, SC 29602 -- ATTN: DoF Search – OR via email to [florence@usendowment.org](mailto:florence@usendowment.org) .

Materials must be received not later than February 1, 2010. The desired candidate should be identified and in place not later than March 1, 2010.

### **Equal Opportunity Employment Policy**

The Endowment is an Equal Opportunity Employer and selects employees regardless of age, sex, disability, race, color, religion, national origin, or military service. We adhere to all Federal Laws with respect to the aforementioned characteristics in practices of hiring, promotions, layoffs, salaries, and termination.

Each employee enters into employment with the Endowment under an introductory or orientation period. Ninety (90) days is the set time for a determination to be made. The Endowment adheres to the Employment-At-Will policy.