



Job Title: Finance Manager and Operational Controller
Department: Finance and Operations
Reports to: Chief Financial Officer and Vice President for Finance

Position Summary

The Finance Manager and Operational Controller is the finance liaison to the Supporting Organizations (SO) by providing oversight of the budget preparation, financial analysis, and serving as a thought partner. The position is also responsible for the oversight of the Foundation's investments and associated accounting, as well as ensuring compliance with state and federal laws. The Finance Manager and Operational Controller is also responsible for financial analysis as requested by the CEO or CFO or other members of senior management.

Essential Responsibilities

Operational Controller

- Serves as the finance and operational relationship liaison to the Supporting Organizations providing financial planning including budget development, forecasting, compliance with lobbying (federal and state) and federal grants, as well as a thought partner to SO management
- Supervises Let's Grow Kids Senior Accountant and Vermont Community Foundation's Senior Accountant to deliver accurate and timely SO management reporting packages that include budget to actual, forecasting, quarterly analysis, contract review, and modeling of financial data (standard and ad hoc)
- Participates in SO management meetings as necessary
- Performs other finance, accounting, or operational support to the SOs as assigned

Investments

- In collaboration with the CFO, closely monitors and evaluates the Foundation's investment portfolios:
 - For Foundation Pools - Monitors in comparison to benchmark and identifies outliers for review
 - For Financial Advisor Program investments - Monitors results in comparison to customized benchmark and prepares compliance summary for review on an annual basis
 - For Socially Responsible (SR) Pool - Reviews the alignment with the SR framework in collaboration with the independent investment consultants; establishes a review process with the underlying managers for compliance with screens, impact measure, and the like; aggregates data on an annual basis for reporting in conjunction with the Grants and Community Investments department impact measurement reporting
- Prepares portfolio updates and analytical reports for the Mission Investment pool
- Assists in preparation of portfolio investment performance, asset allocation, and risk reports

- Oversees cash management activities including investment funding requests, monitoring cash balances, and resolving issues as needed for the Foundation and SOs
- Collaborates with the CFO for maintaining cash management policies and activities
- Supervises Senior Accountant on mission impact accounting, reporting, and cash management
- Oversees all investment account maintenance activities including opening new investment accounts, authorized signatories, online enrollment, etc., ensuring all communications are directed to the investments@vermontcf.org
- Communicate with investment consultant and custodian regarding investment transfers, purchases, and sales
- Oversees preparation of documents for managements' signature including investment agreements and subscription and redemption documentation
- Coordinates legal review as necessary and investigate any items highlighted and discuss with the CFO prior to investing
- Prepares the annual audit support for the investment footnote and review of the investment structures and internal controls as required by GAAP
- In collaboration with the CFO and Senior Accountant, prepares Investment Committee support

Accounting

- Oversees cash receipts, cash disbursements, gift processing, stock gifts, planned giving, and investments process including the supervision of the accountants responsible for such work
- Provides research, analytical, and organizational support to the CFO and CEO for projects and ad hoc requests
- Supports the financial analysis requests of the Philanthropy and Grants and Community Investment teams as well as other Foundation departments
- Reviews all fund activity such as fee calculations, spending policy, opening, and closing of funds, gift entry process and compliance, and any other accounting, compliance, or review that affects the component funds or SOs of the Foundation
- Oversees financial presentation in the fund statements
- In collaboration with the Foundation's Financial Controller, provides oversight of the month end and quarter end closing process
- Advises on technical accounting items and assists other finance employees with work as necessary
- Recommends and develops policies, procedures, and systems to assure accurate fund accounting.
- Seeks maximum use of the Foundation's database of record (FIMS), staying current with updates, enhancements, and problems

Compliance

- In collaboration with the Financial Controller, oversees the annual audit and IRS Form 990 filings for the Foundation and SOs
- Anticipates and responds to changes in or needs concerning finance-related systems and process that affect Foundation and/or the SO
- Provide backup to CFO as necessary
- Maintains knowledge of trends and regulations in the field to ensure compliance and use of best practices

Performs other duties as required.

Key Competencies

- Experience with investment management, banking, or another relevant field
- Strong customer focus with a broad understanding of Vermont's philanthropic needs
- Unquestionable integrity, with high motivation and dependability
- Discretion and ability to handle confidential issues
- Ability to work independently as well as be a team player
- Ability to work productively in a fast-paced environment using creativity and solid analytical and problem-solving skills
- Keen eye to quality control and detail oriented
- Excellent written and oral communication skills

Education and Experience

- Bachelor's degree in accounting
- 7 plus years' progressive experience in the accounting field, preferably in the nonprofit sector
- Strong computer skills in a variety of computer applications, including MS Office products, as well as advanced spreadsheet skills

Essential job functions and requirements are subject to possible modification to reasonably accommodate individuals with disabilities. This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position. This job description is general and may evolve over time. The description is subject to periodic updating. At management's discretion, the employee may be assigned different and/or additional duties or responsibilities

Location

Due to the pandemic, the Community Foundation is currently working remotely. We anticipate a return to in-person work when it is deemed safe to do so.

Instructions for Applying

Please send your resume and a cover letter to careers@vermontcf.org. **Applications will be accepted through September 24, 2021.**

About the Vermont Community Foundation

The Vermont Community Foundation inspires giving and brings people and resources together to make a difference in Vermont. A family of hundreds of funds and foundations, we provide the advice, investment vehicles, and back-office expertise that make it easy for the people who care about Vermont to find and fund the causes they love.

The Vermont Community Foundation is an equal employment opportunity employer. Employment decisions are based on merit and business needs, and not on race, color, religion, gender, gender identity, sex, age, marital or civil union status, national origin, ancestry, sexual orientation, place of birth, citizenship, military or veteran status, HIV status, genetic information, disability, or any other legally protected status as defined and required by state and federal laws.