



SANTA FE
COMMUNITY
FOUNDATION

Since 1981, the Santa Fe Community Foundation has been dedicated to enhancing the health and vitality of northern New Mexico. As the state's largest nonprofit funder, we manage 550+ charitable funds and, over 42 years, we've granted more than \$130 million to 3000+ organizations. Guided by our values of Equity, Perseverance, Listening, and Generosity, we inspire philanthropic generosity, strengthen nonprofits, and foster positive change to build a more vibrant, healthy, and resilient region. Our vision is a thriving northern New Mexico, where all people can find opportunity, build connections, and contribute to the well-being of their communities.

Summary:

The **Director of Finance** plays a pivotal role in guiding the organization's financial strategy and ensuring its financial health. This role demands technical expertise, strategic acumen, and strong communication skills. Mentoring other Finance team members is also a key responsibility. Reporting to the CFO, the salary ranges from \$90,000 to \$100,000.

Principal Responsibilities:

Reviewing & Supporting Financial Operations:

- Internal Controls: Improves internal controls and ensures regulatory compliance.
- Accounts Payable: Reviews invoice processing, expense reports, and vendor payments.
- Payroll: Ensures accurate payroll processing, tax compliance, and benefits administration. Reviews W-2s and 1099s.
- Reconciliations: Reviews monthly cash and investment reconciliations.
- General Ledger: Maintains ledger integrity and records financial transactions accurately.
- Insurance: Manages property and liability insurance policies, working with brokers and carriers.

- Tax Reporting: Assists CFO with foundation tax return preparation.
- Grants: Monitors and prepares grant reports for private and governmental funding.

Financial Reporting:

- Assists in preparing comprehensive financial reports for senior management, the Finance Committee, and the Board of Directors.
- Compliance: Ensures adherence to GAAP and regulatory requirements.
- Financial Analysis: Identifies trends, variances, and opportunities for improvement through financial analysis.
- Year-End Statements: Prepares year-end financial statements and related footnote disclosures.

Annual Budget and Forecast Development:

- Assists with the development of the annual budget in collaboration with department heads and the CFO.
- Creates financial forecasts to support strategic planning and decision-making.
- Monitors budget performance and provides regular updates to stakeholders.

Audit:

- Acts as the primary contact between the SFCF and external auditors.
- Ensures all audit materials are accurately prepared in advance of the audit.
- Develops and implements plans to address audit issues or recommendations.

Collaboration and Communication:

- CFO Partnership: Works closely with the Chief Financial Officer to align financial strategies with organizational goals.
- Leadership Team: Collaborates with key members of the leadership team to support operational and strategic initiatives.
- Internal Communication: Ensures effective communication of financial policies, procedures, and performance across various levels of the organization.

Miscellaneous:

- Additional responsibilities not listed maybe required of this position.



Knowledge, Skills & Abilities:

- **Leadership:** Ability to make decisions collaboratively and in the organization's best interest. Effective in working with diverse backgrounds and managing meetings.
- **Supervision and Management:** Skilled in strategic planning, team leadership, staff mentoring/coaching, and ensuring deliverables are met.
- **Communication:** Excellent interpersonal, verbal, and written communication skills.
- **Technology:** Proficient in Microsoft Office, advanced knowledge of Microsoft Excel preferred, knowledge of Foundant C-Suite preferred.
- **Project Management:** Strong organizational skills, attention to detail, and ability to prioritize and manage multiple demands.

Education/Experience:

- **Education:** Bachelor's degree in accounting, business, finance, or a related field preferred. Investment experience in operations, accounting, asset allocation, or valuation is desirable.
- **Certifications:** CPA certification strongly preferred.
- **Experience:** 5+ years in nonprofit/foundation accounting, including endowment management. Knowledge of tax laws, GAAP, and relevant regulations.

Application Procedure:

We are looking for people who want to use their abilities to make a lasting difference. Share your resume as a single Word or PDF document via email to: careers@santafecf.org. No calls please.

Application deadline: Open until filled.

The Santa Fe Community Foundation is an equal opportunity employer committed to valuing diversity and practicing inclusion. We actively seek and encourage applications from minorities, veterans, women, and people with disabilities.

