



OAK PARK-RIVER FOREST Community Foundation

OPEN POSITION: DIRECTOR OF FINANCE

The Oak Park River Forest Community Foundation is where mission minded people in Oak Park, River Forest and the surrounding communities fulfill their charitable goals, individually and collectively, to have meaningful impact on our community's well-being and to nurture its bright future. We provide advocacy, community leadership, community convening, networks, and other beneficial social assets for the broader west Cook community. As an independent, public charity, our team is committed to the mission of a racially just society in which all members of our community thrive and prosper.

We are currently seeking a talented and passionate person to join our team as the Director of Finance. Salary \$70,000 - \$90,000 (depending on qualifications). Part time considered. Flexible work options available.

POSITION SUMMARY:

The Director of Finance reports to the Chief Financial Officer and works with Foundation team members to further the strategic priorities of the Community Foundation in advancing the mission and vision of the organization. The position will be responsible for the accounting and reconciliation of all major financial areas, including cash accounts, investment accounts and general ledger; financial reporting; support of board committees as well as other duties assigned by the CFO.

ESSENTIAL FUNCTIONS OF THE POSITION:

- Provide financial accountability of day-to-day operations, ensuring proper accounting for cash receipts and expenditures and initiating bank/investment transfers to maintain needed cash balances.
- Prepare monthly checking and investment account reconciliations in a timely and accurate manner.
- Process quarterly administrative fees and run quarterly fund statements.
- Calculate spendable balances for endowed funds annually; monitor fund balances throughout the year.
- Assist with preparing monthly reporting package and support of Finance and Investment committees of the Board of Directors.
- Assist with year-end audit/990 documentation and quarterly dashboard/annual report preparation.
- Perform other duties as assigned.

The above statements describe the general nature and level of work performed in the job. They do not intend to be an exhaustive list of all duties, and additional responsibilities may be assigned, as required, by management.

QUALIFICATIONS:

- Minimum of a bachelor's degree in accounting or related field and at least five years of professional accounting/finance experience.
- Proficiency in Microsoft Office applications (e.g. Word, Excel, PowerPoint) and experience working in financial databases.
- Detail oriented with the ability to complete projects timely and manage multiple priorities simultaneously.
- Demonstrated sound judgment and integrity in decision making.
- Excellent interpersonal skills and ability to work collaboratively with persons from diverse backgrounds.
- Excellent written and verbal communication skills.

Qualified applicants are asked to submit a cover letter and resume to HR@oprfcf.org Applications will be accepted through March 31, 2023.