



Vice President of Finance and Operations

The Community Foundation of Johnson County is a tax-exempt, 501(c)3 charitable nonprofit organization dedicated to serving the people of Johnson County by growing endowments and distributing funds to build a greater community. With nearly \$50M of managed assets, the Community Foundation is the grant-making charity of choice for donors who wish to make an immediate and lasting impact in their communities through charitable giving.

We encourage and promote gift planning, establishment of charitable funds, prudent stewardship of assets, effective and diverse grantmaking, and community leadership.

Reports to: President and CEO

Direct Reports: part-time accounting associate

Position Overview

The position of Vice President of Finance and Operations is responsible for the financial and accounting matters of the Foundation. Major areas of responsibility include the oversight of the financial records of the Foundation, internal and external financial reporting, budgeting, forecasting, and preparation for the annual audit and tax filings. The position also includes investment management oversight, adherence to the CFJC Investment Policy and asset allocations. The Vice President of Finance and Operations also performs human resources functions and payroll processing for the organization. This position works closely with the Foundation's Finance and Audit Committees.

The Vice President of Finance and Operations must work well as a member of the staff and be successful in maintaining key relationships with boards, committees, donors, outside investment advisors and financial institutions, and external auditors in a manner that builds trust, credibility, commitment, and promotes shared vision.

Education and Experience

Bachelor's degree in accounting with experience in fund accounting is highly desired. Minimum of 5 years of experience working in the financial industry, public accounting, or trust administration. Nonprofit accounting experience and CPA is preferred. Significant track record of progressively responsible accounting and financial management experience. Experience working with and managing boards and committees is a plus. Prior experience with investments, lead and remainder trusts, real estate gifts and holdings is also preferred.

Skills and Abilities

- Strong technical skills and experience using a variety of financial and accounting software programs, including but not limited to: Foundant – C-Suites, and MS Office Suite. Significant experience with Excel is required.
- Professional demeanor that demonstrates interest in people, customer service, and achieving greater than expected good for Johnson County. This position requires a high level of donor and public contact.
- Familiarity with wills, estates, trusts, and charitable giving tools and strategies is highly desirable.
- Ability to:
 - Calculate fair market value of donated gifts/securities, net present value of charitable trusts, pledges received and other gifting calculations; research complex charitable gifts and proper accounting thereof, understand and reconcile investments
 - Create multiple-year financial projections and budgets including stress test and what-if analyses
 - Provide financial information in preparation of the annual audit and submissions of Forms 990 and 990-T tax returns
 - Prepare and process payroll including required tax filings and benefit payments
 - Coordinate multiple volunteer committees responsible for audit, finances, and investments; Create executive summaries and dashboard reports reflecting financial, investment, and other related activities
 - Create and coordinate request for proposals for investment advisory services, banking, internet technology services, audit and tax preparation services, software systems
 - Plan and oversee the work assignment of the part-time accounting associate
 - Demonstrate discretion in working with confidential information such as gift planning, donations received, and related communications; Interact comfortably with a wide variety of constituents and communicate appropriately and effectively in person, videoconferencing, telephone and in writing
 - Work successfully as part of a team, as well as assume independent responsibilities with minimal supervision and coordinate several projects simultaneously within a strict time frame
 - Perform other duties as assigned by President and CEO

Only those who possess the highest level of personal and professional integrity will be considered. Compensation will be competitive and commensurate with the successful candidate's experience. An excellent benefits package is also offered. The Community Foundation of Johnson County is committed to building a diverse workforce to broaden and

deepen our work. We strongly encourage candidates from communities of color, LGBTQ+, those with disabilities, and linguistically diverse populations to apply.

To Apply

All applications will be held in strict confidence. Please submit your resume and letter of interest by email directed to the attention of Shirley Fliehler, Chief Financial Officer:

shirley@cfjc.org

Earlier applicants may receive priority consideration. Applications will be reviewed on a rolling basis, and the application period will remain open until the position is filled. To be considered, we encourage interested candidates to submit their application by **Sunday, July 25 at 5pm.**