The Community Foundation for Mississippi is seeking an experienced person to manage financial and accounting activities of the Foundation. The Finance Manager follows established policies and procedures to ensure accountability and adherence to laws and best practices. The position provides financial and bookkeeping services, prepares necessary financial analyses, income and expense reports, and assists with budgets and reporting.

This position reports to the President and CEO and is the staff liaison for the Finance Committee. In addition, the position works closely with an outsourced vendor of accounting services to ensure predictable and smooth processes necessary for business operations.

**The Finance Manager:**

- Coordinates annual audit and helps report results to the Board of Trustees;
- Compiles information and prepares the annual budget for CEO approval and presentation to the Board of Trustees;
- Monitors performance to annual budget;
- Collects and monitors all bank and investments accounts monthly, and transmits them as required to outsourced accounting firm for reconciliation;
- Works with accounting services company to ensure the recording of all gifts, preparation of tax receipts and generation of necessary acknowledgments in compliance with IRS rules;
- Assembles and processes all requests for payments, including grants, program expenses and accounts payable, and transmits correct information to outsourced accounting firm for recording and posting;
- Manages investments roll forward and asset roll forward spreadsheets required for audit;
- Posts payroll information bi-weekly;
- Working with outsourced accounting firm, produces monthly financial reports for CEO to report to Board of Trustees;
- Creates all checks for signature or ACH transactions by CEO, as part of CFM division of duties;
- Works with investment managers to fulfill financial transactions;
- Prepares and submits weekly fund transfer requests and deposit allocations to ensure timely money movement and credits to component funds;
- As part of a professional, dedicated staff, be willing to perform other duties as needed to further the mission, needs and policies of the Foundation.

**REQUIREMENTS**

The ideal candidate will have at least three years of experience in a finance environment and working with nonprofit organizations. S/he will have knowledge of applicable tax rules governing gifts to 501c3 organizations, and familiarity with audit procedures. Consideration will
be given to those who have proven success and experience in bookkeeping and accounting processes, and to those who have expertise in systems, processes and data entry.

**In addition to a degree from a two- or four-year college or university, the successful candidate will:**

- Be a person of integrity and vision with strong financial and record-keeping skills;
- Have demonstrated success at database management and financial accountability;
- Have a passion for philanthropy, the State of Mississippi and its many communities;
- Enjoy working in a team environment where independent thought and innovative expression are welcomed;
- Be an organized self-starter capable of working without constant supervision;
- Demonstrate mature judgement and patience;
- Have experience and familiarity with general accounting rules and practice;
- Be willing to develop professional knowledge;
- Be able to articulate a professional opinion after thoughtful evaluation;
- Possess excellent communication skills, including the ability to listen.
- Be optimistic and solutions-oriented;
- Receive information and advice readily;
- Have a strong work ethic with an enthusiastic approach to work.

**Compensation:** This is a full-time, salaried position with paid health insurance, dental insurance, retirement and PTO. Salary DOE. Some in-office presence will be necessary but there is some flexibility for a hybrid work schedule.

**To apply:** Letter of interest and resume to jane@formississippi.org

**NOTE:** We are all fully vaccinated against COVID-19 and appreciate a candidate who, for the good of our visitors, partner, donors and volunteers, is either vaccinated or will become vaccinated on accepting a job offer.

**ABOUT THE COMMUNITY FOUNDATION FOR MISSISSIPPI**

Based in Mississippi’s capital city, the Community Foundation for Mississippi (CFM) imagines a Mississippi where donors, nonprofits and communities are connected to the resources they need to create meaningful change. The Foundation is governed by a 19-member Board of Trustees, comprised of business and community leaders, and serves a 22-county area in central and southwest Mississippi. The Foundation’s assets of approximately $82 million are managed by external professional investment advisors. Since 1994, the Foundation has been a leader in central Mississippi philanthropy, connecting donors, nonprofit organizations, corporate giving and community leaders to serve the needs of our community. We are a nonprofit community corporation that helps charitable donors establish permanent giving funds that reflect their interests, while also making a long-term, positive impact on our community. We serve our nonprofit community by managing and growing their endowments, and offering best practice management advice.