

JOB POSTING: REPOSTING - Finance & Operations Manager (full-time, exempt)

The Champlin Foundation

Description of the Organization

The Champlin Foundation continues the legacy of George Champlin and his siblings as a force for help, hope, and economic growth in the State of Rhode Island. With annual grantmaking in the range of \$18-\$20M, the impact of the Foundation can be seen in every Rhode Island community. Grants for capital projects have enabled non-profit organizations to provide vital services and support to Rhode Islanders, and have improved the quality of life in the state.

The Foundation values the quiet and steadfast approach that has been its hallmark. Its consistency of purpose and broad reach helps those who do good do more – to the benefit of all. As an organization, The Champlin Foundation values transparency with applicants, partnerships with grantees, and strives to be a learning organization.

The Champlin Foundation is a lean organization with just 5 FTE's considering close to 400 applications a year. This requires a flexible team that brings a collaborative approach. All staff members are expected to be discreet in handling confidential matters, have an understanding of the nonprofit field, possess strong communication skills, and a working knowledge of technology. We encourage active learning and individual initiative.

Position Overview

The Finance & Operations Manager plays a triple role as the Foundation's comptroller/finance manager, general operations coordinator including HR matters, and as a key contributor to the grantmaking fiscal due diligence process. As part of the organizational management team, the Finance & Operations Manager is responsible for safeguarding the Foundation's compliance with all applicable accounting and tax regulations that apply to private foundations and its public charity grantees, managing payroll and benefits, accounts payable, and the balance sheet in addition to providing grant due diligence related to applicants' financial stability. The Finance & Operations Manager is not involved with decisions regarding the investment of the corpus. This is a full-time, exempt position working 35 hours per week.

Duties and Responsibilities

Finance & Accounting

- Develop, administer and ensure compliance with generally accepted accounting policies and procedures utilizing QuickBooks online
- Prepare monthly and annual reconciliation and journal entries, including recording significant amount of investment activities; maintain general ledger; implement bookkeeping and accounting systems and procedures from data entry through general ledger and trial balance
- Monitor, manage, and process payment of payables, insurance, and credit cards using Bill.com
- Manage relationship with external accounting/audit firm; prepare all reporting and materials for the annual audit

- Assist in preparing the Form 990PF, reviewing this annual tax return, ensuring compliance and completeness
- Staff Investment Liaison Committee meetings including scheduling and preparation of minutes; prepare financial reports for the Foundation's Annual Report

Operations

- Manage payroll and benefits administration processes with outside vendors; coordinate health and other insurances and payroll for staff; maintain accurate and timely benefit accrual information
- Maintain/track Foundation insurance policies (property/liability/D&O/personnel related), memberships, and other agreements
- Assist the Executive Director with HR planning and needs; maintain and update job descriptions as needed; maintain and update as needed Employee Handbook
- Maintain up to date files for vendor and equipment contracts, leases, subscriptions, and other related documentation
- Troubleshoot technology issues and develop/update best practice procedures

Applicant Financial & Regulatory Due Diligence

- Review most recent Form 990, audits and financial statements of qualified applicants; make recommendations for acceptance of the applications or for more in-depth review
- Request additional information, as needed, from those organizations for which further review is necessary to confirm that any grant would be used properly and provide the long-term benefit intended
- Make final recommendation to the staff evaluation team (Executive Director, Director of Grant Administration and Grants & Systems Manager) as to the financial stability of the applicant organization

Qualifications:

General: Ideal candidate will have direct experience working within a nonprofit charity or been deeply involved with the finances as a volunteer; an ability to understand the strengths and weaknesses of different balance sheets; knowledge of investment reconciliation including alternative investments is a plus; ability to exercise discretion, work independently, take initiative, meet multiple and competing deadlines, participate as an effective team member, and follow tasks through to completion; flexible, energetic, with a high sense of individual responsibility; an ability to anticipate needs and plan accordingly. Candidates should also have a commitment to racial equity and ability to contribute to an inclusive and learning environment as well as the ability to work with humor and grace in a small team environment.

Education: BA or BS required, ideally in Accounting, Finance, Business Administration or related field or related certifications. Any combination of training and experience that would provide the required knowledge, skills and abilities will be considered.

Experience: 5 years of related accounting/finance and operations experience at a higher level in private foundation/public charity settings. Knowledge of not-for-profit GAAP is required.

Experience with the Federal Form 990 expected as well as a basic familiarity with the 990PF. Coordination of the audit process numerous times. Experience managing HR and benefits. Small office environment experience a plus.

Technology skills: Proficient in QuickBooks Online and Excel. Solid experience with MS Office applications and some with CRM or Grants Management systems. Experience with Bill.com or similar online based system desirable.

Compensation:

This is a full-time exempt position. The salary is in the \$70,000 range based on qualifications, experience, and strong references. Total compensation includes a contribution to a SEP IRA after one year, 80% toward family health insurance, as well as vacation, sick and personal time off along with standard holidays.

To apply: Submit resume and cover letter to: search@champlinfoundation.org with Finance in the subject line. The final candidate for the position must successfully complete a background check.

Deadline: June 4, 2021