

Senior Director of Finance and Operations is to lead the organization's financial management policies, services, and systems, including financial accounting and reporting, budgeting, decision support and analysis, human resource functions, payroll and internal controls. This position will also directly supervise a staff accountant and manage the Audit Committee. The Senior Director assists the CFO/COO in providing the organization with effective and timely financial advice and analysis. The position requires a level of independent thinking and analytical skills to allow for a high level of problem-solving capabilities, as well as the ability to research the treatment for accounting matters.

Highly prefer non-profit financial and accounting experience.

This position reports to the CFO/COO.

Job Requirements

- Bachelor's degree in accounting
- Current Certified Public Accountant license
- HR experience preferred
- 7 + years of high-level, relevant work experience
- High level Microsoft Excel user
- Proven track record of effective supervision
- Flexibility to handle changing priorities and deadlines effectively
- High comfort level to thrive and excel in a fast-paced environment
- Proven problem-solving skills with the ability to address challenges creatively
- Past success in the creation and implementation of strategies that lead to improved organizational effectiveness
- Willingness to take initiative and contribute to a positive work culture
- Ability to execute and manage daily transactional processes
- Proficiency in multitasking, without compromising quality or efficiency
- Exceptional prioritization skills and the ability to exercise good business judgement in assessing project requirements
- Excellent communication skills both verbal and written.

Job Responsibilities

1. **Financial Management/Operations and Investment Processes**
 - Manage annual audit process including preparation of documentation

- Responsible for providing documentation and review of 990 prepared by independent CPA firm
- Lead in all financial functions including:
 - Oversight and timely production of:
 - Monthly accounting processes including production of financial packet for Board of Directors
 - Accounts payable
 - Accounts receivable
 - Payroll
 - Other business metrics
- Supervise staff accountant and ensure all deadlines are met
- Assist with investment portfolio management activity and take minutes from all meetings.
- Ability to access accurate data from CSuite to complete multiple annual financial surveys. Lead annual budgeting and planning process in conjunction with the CFO/COO
- Effectively communicate and present critical financial matters
- Work as needed with external partners including third-party vendors and consultants
- Oversee certain administrative functions as well as facilities management to ensure efficient and consistent operations as the organization scales
- Lead numerous one-off projects from initiation to completion in a timely manner
- Assist with any other responsibilities as needed

2. **Human Resources, Technology and Administration**

- Manage HR functions including all processes to:
 - Direct hiring process including on-boarding new staff and managing employee exit strategies
 - Manage Employee benefits and training programs
 - Oversee and update policies and procedures
 - Provide employee consultation and facilitate disciplinary processes

Benefits:

- 401(k) with up to 8% employer match
- Health insurance offering numerous plans
- Vision insurance
- Dental insurance
- Life insurance
- Long and short term disability

- AFLAC benefits
- Section 125 Plan
- Flexible Spending Account
- Paid time off including vacation, personal time, sick and bereavement time
- Free employee parking

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Please send cover letter and resume to resumes@cfbroward.org