



## Finance Director Position Announcement

October 2021

*Aspen Community Foundation is in search of an experienced professional to join the ACF team as its Finance Director.*

The mission of Aspen Community Foundation is to build philanthropy and support nonprofit organizations by connecting donors to community needs, building permanent charitable funds, and bringing people together to solve community needs.

Founded in 1980, Aspen Community Foundation's efforts have an impact in communities in the Aspen to Parachute region, an 80-mile corridor along the Roaring Fork and Colorado River valleys. Through its broad perspective of the region, and depth and breadth of knowledge of community trends, issues, and needs, Aspen Community Foundation directs funding to where it is needed most.

The Finance Director requires a deep belief in and commitment to the nonprofit work and professional culture of Aspen Community Foundation. The Finance Director must be comfortable and competent in an emerging and adaptive environment, is responsible for all financial matters of the Foundation, administers the Foundation's benefits package, and provides support in human resources. This is a full-time, hands on and detail-oriented position that also requires management, relationship building, leadership skills and an ability to continually improve processes and systems in an evolving organization.

### Specific Duties and Responsibilities

#### Managing accounting activities

- File financial reports to the IRS and other oversight organizations
- Work with the external auditors
- Work with FIMS software to produce financial information
- Maintain general ledger and subsidiary ledgers
- Track all grants and ensure they are properly documented and dispersed
- Manage reporting for donor advised and other special interest funds
- Serve as liaison with the third-party payroll and benefit firm

#### Ensuring legal compliance

- IRS filings
- Distribution of grants
- Receipt of donor funds

#### Developing and executing the Foundation's financial strategy

- Develop an annual and long-term financial plan



- Prepare financial projections
- Create monthly reports showing actual versus budgeted revenues and expenditures
- Produce financial reports for the Executive Director and the Board Finance Committee

#### Overseeing management of investments

- Work with outside investment advisors to ensure proper management of the Foundation's investments
- Work with the Board Investment Committee to produce investment reports

#### Assisting human resources

- Develop and monitor competitive pay and benefit packages
- Manage the Foundation's insurance coverage

#### Cooperating and supporting other Foundation activities

- Provide information and assistance in fund raising
- Provide relevant financial information required in managing donor relations
- Working with the Foundation's Board Investment, Finance and Audit committees
- Working with the Executive Director to ensure the Foundation finances are properly managed and that the Foundation is in a strong financial position

#### Qualifications

5+ years of accounting experience including financial reporting, accounts payable, accounts receivable, payroll, and general ledger experience

- Bachelor's degree in finance or accounting preferred
- Proficient in accounting software
- Highly effective in time management and task completion
- Strong communication skills with the ability to interact with a wide variety of constituents
- Skilled decision maker and problem solver
- Effective team member who values collaborative environments

#### Compensation and Benefits

- The salary range for this position starts at \$100,000; pay is dependent on skills and experience
- Benefit package including paid vacation, personal, sick and holidays, health and dental insurance, and matching 401k program

#### How to Apply

Please provide a letter of interest, resume, and names and contact information of three professional references to Tamara Tormohlen, Executive Director, [tamara@aspencommunityfoundation.org](mailto:tamara@aspencommunityfoundation.org)