Overview

On behalf of our client, we are conducting a search for Williamsburg Health Foundation’s next Director of Investments, Finance and Accounting (DIFA). This role is part of the senior management team responsible for the Foundation’s Investment, Finance, Audit, Tax and Human Resources functions, assuring that the Foundation has a clear and well-executed financial plan that is aligned with strategic, operating, and program goals. The DIFA has direct responsibility for the implementation of the Foundation’s investment program, audit and tax functions and oversight responsibility for finance and operations. Working closely with the chair of the Investment Committee and investment service providers (managers, bank, and TIFF), this individual contributor provides direction to a part-time bookkeeper and reports to the President & CEO.

The Foundation’s mission is to collaborate, innovate, and invest to impact systems that improve the health and well-being of individuals living in Greater Williamsburg. The Foundation has nine staff, a current operating budget of about $1.7M, annual grants budget of over $5M and a $120+M endowment located in Williamsburg, VA. Learn more at www.williamsburghealthfoundation.org.

Summary of Job Responsibilities and Requirements

• Implementation of the Foundation’s Investment Program
  o Set up and maintain the Foundation’s investment accounts and related files; facilitate the review and approval of related contracts and agreements.
  o At the request of the Investment Committee, provide properly authorized instructions to custodian bank and/or investment managers regarding deposits, withdrawals, transfers, purchases/sales, and subscriptions related to investments in marketable equity securities, mutual funds, private placements, limited partnerships, and other pooled instruments.
  o Review monthly statements and reports provided by investment managers, custodian bank, and investment consultant. Check for reasonableness and consistency with internal records. Prepare internal schedules and reports; distribute all as appropriate.
  o Establish and foster relationships with the Foundation’s investment managers, custodian bank and investment consultant. Act as liaison between these three and the Foundation’s Investment Committee.
  o Develop an annual cash flow forecast, projecting the timing of revenues and expenses to assure that funds are available when needed for operating and grant expenses. Update monthly.
  o Provide staff support to the Investment Committee, facilitating its accomplishment of annual Committee objectives. Schedule, plan, prepare materials, attend, and prepare minutes for all Investment Committee meetings; initiate action to implement Committee decisions.
  o Attend quarterly meetings of the Board of Trustees. Provide investment materials for the pre-meeting mailing; participate as requested by Committee Chairs and President & CEO.

• Oversight of Audit and Tax Functions
  o Has primary responsibility to work with the Foundation’s auditors to plan and execute the year-end audit; provide appropriate schedules, records, procedures, etc., as requested.
  o Provide investment-related procedures, statements, schedules, and other documentation for the Foundation’s annual audit and tax returns. Work directly with the Foundation’s auditors and tax
consultant on all matters related to private investments. Participate in the audit report and tax return review processes.

- Oversee the preparation and filing of appropriate tax returns and forms; calculate and remit quarterly excise and UBIT estimated payments.

• Oversight of Operations and Finance
  - Act as advisor to the President & CEO.
  - Oversee the Foundation’s human resources function; administer benefit plans including medical, life & disability, dental, vision and 403(b) retirement; oversee the handling of paperwork and processes involved with employee hires and terminations; act as a resource and report to the President & CEO on human resource issues; assure employee compensation and benefits are appropriate and fair.
  - Maintain the Foundation’s accounting system using a commercially available software application to include budget, general ledger, accounts payable, payroll, fixed assets, and depreciation.
  - Assure adequate staffing for the Foundation’s Investment, Finance, Operations, and Audit functions. Manage the Foundation’s bookkeeper, providing oversight and dual controls as appropriate.
  - Provide primary staff support for the Foundation’s Audit, Operation & Finance Committee; including meeting scheduling, planning, materials, attendance, minutes and follow-up.
  - Maintain appropriate lines of insurance for the Foundation
  - Develop written procedures for fiscal operations.
  - Prepare the financial portion of the Foundation’s Report to the Community.
  - Review monthly journal entries.
  - Cross-train with the accountant; be prepared to fulfill his/her key duties, if necessary.
  - Assist the President and CEO and other Foundation staff as needed and time allows, with other Foundation activities.

• Performs additional responsibilities related to the success of the organization.

Key Qualifications, Skills, and Abilities

• Requires a Bachelor’s degree in accounting or related area
• A minimum of five (5) years’ experience in the investment field
• Knowledge of generally accepted accounting principles and procedures
• Knowledge of best practices for non-profit accountability
• Skilled with MS Office Suite especially Excel, Intuit QuickBooks and payroll functions highly desirable
• Experience with or knowledge of the laws regulating the fiscal operations of not for profits
• Experience with or knowledge of the laws regulating private foundations
• Typical full time day work schedule with some flexibility
• Successfully complete pre-employment background screening
Competitive Salary & Benefits Package including health, dental, vision, STD, LTD, PTO, 403(b), professional development, and more!

APPLY by sending your resume and cover letter with salary requirements to HR@warrenwhitney.com. This position will remain open until filled.

EOE M/F/D/V on behalf of our client, Warren Whitney reserves the right to alter, change, modify, and/or terminate this job posting at any time without notice, or obligation, to any party.