

## **Zellerbach Family Foundation Finance Director**

The Zellerbach Family Foundation (ZFF) serves as a catalyst for constructive social change by initiating and investing in efforts that strengthen families and communities in the San Francisco Bay Area. Based in San Francisco, CA, a staff of seven work closely as a team to advance the mission of the organization. ZFF funds in three program areas: Improving Human Service Systems, Immigrants and Refugees, and Community Arts; and strives to inform and advance its work through active engagement with and among community members, service providers, academics, and foundation colleagues. More information about ZFF can be found at [www.zff.org](http://www.zff.org).

### **Position Summary**

The Director of Finance is a full-time, exempt, at-will position reporting to the Executive Director of the Zellerbach Family Foundation. The position works closely with the staff, ED, and board to oversee the foundation's budget, finance, and administrative functions and supports the organization through a variety of duties and responsibilities including but not limited to the following:

#### **Investment Activities**

- Reviews, processes, and maintains all contracts and legal/tax documents
- Records all monthly/quarterly investment activity, both tax and accounting basis
- Monitors monthly/quarterly investment performance and investment advisory services
- Manages cash flow and coordinates rebalancing schedule with investment advisors
- Executes all new investments and transfers in/out of accounts as directed by finance committee
- Provides staff support for finance committee, including meeting agendas, minutes, and housekeeping
- Serves as primary liaison with the foundation's external financial contacts, including bankers, investment managers, financial advisors, outside auditors, and tax and payroll service providers

#### **Accounting, Financial Reporting, and Audit Functions**

- Maintains accounting records on GAAP basis, prepares annual financial statements and related notes
- Designs and maintains appropriate internal controls over financial processes and reporting
- Prepares annual budget and publishes quarterly actual vs. budget reports
- Serves as primary contact with external auditors and coordinates annual audit
- Provides staff support for audit committee, including meeting agendas, minutes, and housekeeping
- Stays current with accounting standards and technology

#### **Foundation Tax Compliance and Monitoring**

- Maintains accounting records on tax basis
- Compiles and records annual tax reports from investment managers
- Coordinates preparation of annual 990PF with external tax preparers

- Evaluates need for state tax returns and coordinates preparation with external tax preparers
- Files state and city/county registrations and tax reports
- Stays current with tax law and monitor for compliance

### **Grantmaking Functions**

- Consults with program executives to determine if financial reviews should be conducted in connection with grant application reviews each quarter
- Conducts financial reviews of selected grantees to evaluate liquidity and other financial health indicators
- Issues all grant payments
- Records all grant payments in the foundation's grants management database and reconciles with the accounting system
- Maintains appropriate grant documentation for tax compliance and creates exhibits for inclusion in the foundation's 990PF

### **Employee Compensation Functions**

- Processes and records monthly payroll and monitors tax compliance
- Maintains timekeeping records
- Manages healthcare insurance, processes enrollments and payments
- Manages retirement (401K) plan, monitors compliance, processes enrollments and payments
- Manages commuter benefits, processes enrollments and payments
- Provides staff support for administrative committee as it oversees the retirement plan, including meeting agendas, minutes, and housekeeping

### **Coordination with Vendors**

- Processes and records all vendor payments and expense reports, issues 1099s
- Manages insurance coverage, processes policies and payments
- Maintains contracts and legal documents

### **General**

- Contributes actively to the overall effectiveness of the foundation
- Participates in efforts to examine and advance the philanthropic work of the foundation
- Participates in efforts to improve the general administrative and programmatic operations of the foundation
- Identifies and communicates to the executive director issues of concern or importance to the operation or work of the foundation
- Maintains professional working relationships with other staff, board, grantees and colleagues
- Represents the foundation externally in a professional and appropriate manner
- Demonstrates a prudent use of foundation's financial and physical resources

## Qualifications

### Minimum Education & Experience

Candidates should bring experience with broad responsibilities in the following areas:

- Bachelor's degree and/or MBA in business, finance, accounting, or equivalent experience
- Minimum five years' experience in accounting and financial management practices
- Experience in investment accounting, particularly with large endowments and/or private investment portfolios
- Experience in nonprofit or private foundation accounting a plus
- Proficiency with accounting software, word processing, and spreadsheets
- Solid GAAP and financial reporting technical skills

### Knowledge, Skills, & Abilities

- Proficient in Microsoft Office (Outlook, Word, Excel, etc.) and QuickBooks, Ability to quickly learn new software programs as needed
- Possess superior time management and organizational skills
- Strong quantitative, analytical, and problem-solving skills
- Excellent written and verbal communications skills to a variety of audiences
- Ability to prioritize multiple projects to ensure initiatives stay on track
- Ability to deliver outstanding customer service and professionalism in all interactions
- Outstanding collaborative skills
- Ability to exercise confidentiality and discretion pertaining to the work environment
- Able to consistently demonstrate good judgment and decision-making skills
- Ability to work both independently and as part of a team; and to be flexible in changing work priorities

The job duties listed are typical examples of work performed by positions in this job classification and are not designed to contain or be interpreted as a comprehensive inventory of all duties, tasks and responsibilities. Specific duties and responsibilities may vary depending on foundation or program needs without changing the general nature and scope of the job or level of responsibility. Employees may also perform other duties as assigned.

### How To Apply

We invite you to apply for this position by submitting a cover letter and résumé to [Jobs@zff.org](mailto:Jobs@zff.org).

ZFF will continue to accept applications on a rolling basis.