



Job Title:	Director of Finance (\$85,000 - \$100,000/annually DOE)	Reports to:	Chief Financial & Operating Officer
Department/Division:	Finance/Operations	Direct Reports:	Controller & Program Associate: Finance
Status:	Exempt	Date:	September 2024

Mission:

To ignite generosity that transforms lives and communities.

Vision

Vibrant and sustainable communities where every person has the opportunity to thrive.

Office Culture Statement:

At Innovia Foundation, we invest in our staff and create an empowering and innovative work environment.

- We are passionate about serving our communities.
- We trust and treat each other with honesty and respect.
- We support, inspire and encourage each other.
- We are accountable to ourselves and each other.
- We respect our colleagues by being present and having direct and open communication.
- We are intentional in our interactions.
- We have a deep commitment to equity internally and throughout our region.
- We celebrate our successes.

About Us:

Innovia Foundation ignites generosity that transforms lives and communities. We envision vibrant and sustainable communities, where every person has the opportunity to thrive. As the community foundation for Eastern Washington and North Idaho since 1974, we partner with people who want to make our part of the world better.

We believe that generosity is the most powerful source of positive change to achieve our shared goals and values. We partner with generous individuals, families, businesses and organizations to address our region’s most pressing causes and greatest opportunities. We offer innovative products and giving solutions to catalyze greater impact and inspire donors to take a more active approach to philanthropy.

We thoughtfully collaborate with community leaders and stakeholders to build and strengthen relationships, so that our work is more reflective of and relevant to the priorities of our region. We are committed to being present and engaged, learning about community needs and supporting community momentum. We work together to address and solve our region's problems, help those in need, identify and respond to our greatest opportunities, and leave a lasting impact.

The Innovia team is made up of people with different strengths, experiences and backgrounds who share a passion for investment in the promise of our region. We are deliberate, intentional and purposeful about the kind of culturally diverse team we are building.

Each year, Innovia invests nearly \$10 million into our communities through grants and scholarships.

If you're someone who...

- Is **mission-driven** and embraces **collaboration**, open community and constructive team partnerships
- Shows up with a **sense of purpose, heart and authenticity**
- Is adept at **project management** and **detail** work, who genuinely thrives on providing the best **team support** possible
- Is compelled by your innate **curiosity and love for learning** to dig deep, research and explore new perspectives and ideas

... then we have an exciting and rewarding opportunity for you!

We welcome you on this journey to improve people's lives and make our world a better place!

Position Summary:

Are you looking for a rewarding career fueled by purpose? Do you want our region to be the best it can possibly be? Place, purpose and innovation drive our mission, so Innovia Foundation may be the place for you. As the region's leading community foundation and one of the most prominent in the nation, we serve 10 counties in Eastern Washington and 10 counties in North Idaho.

We bring together:

- *Donors – Supporting causes and organizations that improve our community.*
- *Nonprofits – Delivering experiences that improve people and place.*

The Director of Finance will leverage knowledge of organizational processes and procedures to be a strategic thought-partner for the Chief Financial and Operating Officer. The Director of Finance will be a multi-tasker with the ability to thrive in a fast-paced environment and meet deadlines.

This position will be responsible for financial reporting including the annual audit and Form 990 preparation, cash management and budgeting. In addition, the Director of Finance will be

responsible for the general ledger, payroll, and trust administration. This role is an in-office position based in Spokane, WA with limited travel.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Duties and Responsibilities:

- Prepares financial statements, budget reports, forecasting, variance analysis, quarterly payroll reporting and other financial information
- Responsible for daily work priorities for the department including cash management
- Maintains the accounting system and all fiscal records, including bank and investment pool reconciliations and payroll records according to retention requirements
- Prepares the annual budget in partnership with the Chief Financial and Operating Officer
- Prepares for the annual audit, audited financial statements, IRS Form 990, charitable trust returns, and supporting organization Forms 990
- Leads trust administration for 21 charitable remainder trusts
- In collaboration with the Grants and Gift Planning departments, manages fund administration including gift processing, grant distributions and fund reporting
- General ledger maintenance and management
- Trains, assigns work, evaluates and guides department staff
- Performs other tasks and duties, as assigned
- Supports the Core-Team in day-to-day tasks and special projects

Secondary Responsibilities

- Provides support to the Finance Committee, Investment Committee, Investment Consultant and Donor-Designated Advisors in partnership with the Chief Financial and Operating Officer
- Performs special projects, as assigned by the Chief Financial and Operating Officer
- Participates and contributes to multi-department projects headed by the project leader

Education/Experience:

- A Bachelor's degree in Accounting or related field
- Seven (7) years' experience in a senior level accounting position. Experience in not-for-profit or fund accounting preferred

Skills/Abilities:

- Proficient in computerized accounting and payroll software programs
- Expert user in Excel and experience utilizing Microsoft Office Suite (Word, Outlook, PowerPoint) and internet platforms
- Effectively provides analysis and reporting of financial data

- Advanced knowledge of budgeting and forecasting

Physical Abilities:

- Primary functions require sufficient physical ability and mobility to:
 - Sit for prolonged periods of time
 - walk and climb stairs
 - Operate office equipment requiring repetitive hand movement and fine coordination, including use of a computer keyboard
 - Utilize verbal and written communication to exchange information
 - Clearly see 20+ feet, with or without corrective lenses and differentiate between colors
 - Occasionally stand, stoop, bend, kneel, crouch, reach and twist
 - Lift, carry, push and/or pull up to 20 pounds

Mental & Other Skills/Abilities:

- ***Adaptability:*** ability to adapt to changes, delays or unexpected events in the work environment; ability to manage competing demands and prioritize tasks; and ability to change approach or method to best fit the situation.
- ***Interpersonal Skills:*** ability to maintain satisfactory relationships with others; excellent customer service skills and a good overall understanding of appropriate human relations.
- ***Teamwork:*** balances team and individual responsibilities; gives and welcomes feedback; contributes to the building of a positive team spirit; puts success of team above own interests; and supports everyone's efforts to succeed.
- ***Judgment:*** ability to make prudent and timely decisions; ability to exhibit sound and accurate judgment; and ability to explain reasoning for decisions.
- ***Language Ability:*** ability to read, and write reports, business correspondence and procedure manuals; and ability to effectively present information and respond to questions from management, staff, clients, customers and the general public.
- ***Mathematical Ability:*** ability to work with mathematical concepts such as probability and statistical inference; and ability to apply accounting principles.
- ***Analytical:*** synthesizes complex or diverse information; collects and researches data; uses intuition and experience to complement data; and designs work flows and procedures.
- ***Problem Solving Ability:*** ability to identify and/or prevent problems before they occur; ability to formulate alternative solutions to problems, when necessary; and ability to transfer learning from past experiences to new experiences of similar nature.
- ***Quality Management:*** ability to complete duties, on time and with precision; ability to edit the accuracy and thoroughness of one's work, as well as the work of others; ability to constructively apply feedback to improve performance; and ability to generate ideas to improve and promote quality in work.
- ***Supervisory Skills:*** ability to carry out supervisory responsibilities in accordance with the organization's policies and applicable laws. Applicable supervisory responsibilities include: interviewing, hiring, training and coaching employees; planning, assigning and directing work; reviewing performance; appraising/disciplining employees, when necessary; addressing complaints and questions and resolving problems.

- Dependability: Takes responsibility for own actions; keeps commitments; commits to long hours of work, when necessary, to reach goals; and completes tasks on time, or notifies appropriate person with an alternate plan.

Work Environment:

The employee is exposed to typical office environment conditions and noise levels.

To apply, please submit a cover letter and resume to Lauren Autrey, Chief Financial and Operating Officer, via email at lautrey@innovia.org or by mail at 818 W. Riverside Ave., Ste. 650 Spokane, WA 992021.