

## **Heifer International Foundation POSITION DESCRIPTION**

<u>Position:</u>	Director of Finance
<u>Reports To:</u>	VP of Investments and Finance
<u>Function:</u>	Direct the Heifer International Foundation (HIF) Investment and Finance Team

### Responsibilities:

The responsibilities described below may not reflect all duties asked of this position, but rather indicate categories of work. Duties will include, but will not be limited to the following:

- Plan and execute the month and year end close processes.
- Oversee all accounting transactions, ensuring accuracy, appropriateness, and timeliness.
- Compile quarterly / annual financial statements.
- Prepare financial reports for Leadership, the Board of Trustees, and other stakeholders.
- Update, maintain, and help enforce HIF's accounting policies / procedures in accordance with Generally Accepted Accounting Principles and internal controls.
- Oversee the accountants, including providing direction and performing periodic performance reviews.
- Help compile the annual budget, then track and report on results during the year.
- Ensure successful completion of the company's tax filings.
- Provide analytical, actionable, and valuable advice on finance related matters to the HIF team.
- Assist with the investigation into data, including sources, flows, quality, and timing.
- Work cross functionally to support HIF's work from an accounting / finance perspective.
- Liaise with 3<sup>rd</sup> party partners / vendors, including Heifer International
- Carry out special tasks assigned by the VP of Investments and Finance.
- Collaborate with external auditors to support the annual audit, including preparing schedules / support.
- Conduct technical research to ensure compliance with relevant accounting standards and regulations.
- Perform other job-related responsibilities as assigned.

### Minimum Requirements:

- Bachelor's degree in accounting, finance, or related field.
- Minimum of seven (7) years of progressive experience.
- Experience supervising employees.
- Excellent written, verbal, and social communication skills.
- CPA license and/or Masters of Accounting / MBA.

### Preferred Requirements:

- Public accounting experience.
- Experience in some of the following areas: non-profits, investments, trusts, planned giving, financial planning.

Knowledge, Skills, and Abilities:

- Strong ethical standards.
- Detail oriented and analytical.
- Ability to plan, execute, and meet deadlines.
- Strong communication skills to effectively interact with team members, management, and other stakeholders from diverse backgrounds.
- Ability to communicate financial topics in palatable manner.
- Technical knowledge of generally accepted accounting principles (GAAP), ability to determine proper accounting treatment for transactions, and ability to conduct accounting research.
- Experience in performing month-end closing procedures and preparing financial statements.
- Knowledgeable about annuities, trusts, endowments, and not-for-profit accounting.
- Knowledge of administrative systems and internal controls.
- Skill at applying accounting theory and principles to practical problems.
- Experience with computerized accounting software.
- Proficient with Microsoft office, especially Microsoft Excel
- Ability to learn and master HIF trust and annuity accounting software, planned giving orientation software, and Heifer International and HIF donor database.
- Ability to work with sensitive information and to maintain confidentiality.
- Ability to foster and maintain a spirit of unity, teamwork, and cooperation among all personnel.
- Outstanding leadership, supervisory, and training skills.
- Intellectual curiosity.
- Ability to sit and work at a computer for extended periods of time.

Please submit a CV and/or questions to [jobs@heiferfoundation.org](mailto:jobs@heiferfoundation.org).