The Finance Manager, Funds Management oversees and coordinates all fund accounting functions; designs and implements new tools and processes; prepares financial information for internal and external stakeholders; and, educates colleagues regarding financial procedures.

The Work
- **Fund accounting**
  - Manages and supervises fund level general ledger; opens, consolidates, and retires funds
  - Calculates Annual spending policy amounts for endowed funds, administrative fees, and investment fees for all funds
  - Prepares financial information for fund representatives and fund statements
  - Oversees posting of stocks, gifts, gift corrections, and investment transfers
- **Asset Rebalancing**
  - Calculates transfers to/from investment accounts and from investment managers,
  - Requests and confirms cash/investment bank transfers using ACH
- **Integrated software**
  - Creates financial processes/reports unique to the Community Foundation
- **Investment reporting**
  - Provides financial reporting to Impact Investment and Financial Investment Committees
  - Monthly reconciliation of assets, grants, multiple checking, and VISA/MC accounts
  - Quarterly reconciliation of individual trusts and charitable gift annuity accounts
- **Audit**
  - Coordinates, facilitates, and prepares reconciliations and worksheets for annual financial statement audit; and, implements recommendations from the internal controls audit
  - Coordinates, facilitates, and prepares work papers for the annual Form 990

The Place
- Our employees are highly engaged, passionate about the work of the Community Foundation
- One of the 101 Best and Brightest West Michigan Companies
- We have an opportunity to be involved in making Kalamazoo a place where every person can reach full potential

What You Need to do the Work
- Bachelor’s degree in Accounting, a related field, or equivalent combination of Associate’s degree and relevant work experience
- Four to six years of progressive experience and experience working with nonprofit organizations
- Thorough understanding of fund accounting and investment financial reporting
- Strong computer skills including word processing and spreadsheet applications
- Must be detail oriented and able to work with little supervision
- Experience with Blackbaud and Fusion Labs software (Financial Edge, Raiser’s Edge, and GrantedGE) is preferred

What We Offer
- A competitive wage and benefits package
- A team-oriented, performance excellence culture
- Open Workspace

We are an equal opportunity employer and strive to demonstrate our commitment to diversity, inclusion and equity in all of our policies, procedures and practices.