



*Community
Foundation*

FOR SAN BENITO COUNTY

Director of Finance & Administration

Community Foundation for San Benito County

Description:

For over 30 years, the Community Foundation for San Benito County has partnered with local leaders, donors, and nonprofits to build a safe, healthy, and thriving community. Through exceptional stewardship of philanthropic funds, we help individuals and organizations achieve their giving goals effectively and with confidence.

As the county's leading provider of philanthropic services, we manage over \$30 million in assets and work closely with fundholders, community leaders, and nonprofit partners to drive meaningful impact. Our strategic grantmaking and community initiatives are designed to foster a more vibrant and equitable San Benito County for all.

Leadership & Culture:

The Director of Finance joins a highly collaborative and mission-driven team of six staff members and 18 engaged board members. Together, we are committed to improving the lives of all who live in and care about the diverse communities of San Benito County.

We value transparency, accountability, and a strong sense of shared purpose. This role is an opportunity to contribute meaningfully to the organization's long-term sustainability and community impact.

Position Summary:

The Director of Finance is responsible for ensuring the financial integrity and sustainability of the Community Foundation. This role oversees all financial operations and ensures accurate, timely, and compliant accounting and reporting in accordance with policies established by the Board of Directors.

As a key member of the leadership team, the Director provides strategic and operational oversight across all financial functions, including accounting, financial reporting, budgeting, investment oversight, audit coordination, grant disbursements, payroll, benefits administration, and internal controls.

Responsibilities:

Financial Management & Accounting

- Accurately record, reconcile, and report all financial transactions for Foundation funds on a monthly and quarterly basis.
- Provide support for annual audit
- Manage account receivables and payables
- Support in the management of the Foundation's internal database Iphi
- Responsible for proper handling of all gifts, including cash, checks, online donations, securities, real estate and other assets. the accounting of donations: gift letters, online donations, Employee Giving Programs and other companies
- Process disbursements annually for funds with predetermined allocation and family fund end of year grants
- Process 1099s and maintain the balance sheet with appropriate revenue and expense allocations.
Research best practices in accounting, tax, financial reporting, and human resource
- Create reports as needed
- System administrator for internal IT System
- Process 1099s and maintain the balance sheet with appropriate revenue and expense allocations.

Audit & Tax Coordination

- Serve as primary liaison with independent auditors.
- Prepare required schedules, records, and documentation for annual audit and tax filings. Lead the selection process for audit and tax service providers when needed.

Budgeting

- Collaborate with the CEO and staff to prepare the annual operating budget for review by the Finance Committee and Board.
- Ongoing monitoring of operating and program budgets.

Payroll & Benefits

- Oversee outsourced payroll and benefits administration.
Ensure correct implementation of benefit programs and support onboarding/offboarding processes.

Administration

- Oversee Epicenter Building
- Act as liaison with insurance brokers and agents.
- Review and renew property, liability, D&O, and workers' compensation policies annually.

Gifts & Grantmaking

- Process grantmaking from all funds, ensuring accuracy and compliance.
- Review all gift and grant entries before posting.

General Responsibilities

- Provide data, reports, and proofreading support for publications and marketing materials.
- Support Foundation events and other duties as assigned.

Qualifications:

- Degree or equivalent experience in related field: Business, Accounting, Finance
- At least five years of experience and familiarity of nonprofit organizations. Working experience with foundation operations and grant making preferred
- Highly developed organizational skills and ability to plan, organize, and manage multiple projects simultaneously
- Knowledge of accounting principals
- Ability to prepare budgets, track expenses, and prepare financial statements
- Ability to work independently and as part of a team
- Ability to work effectively with diverse audiences and stakeholders
- Proficiency in Microsoft Office Suite and CRM software
- Knowledge of the local community and its needs and opportunities
- Passion for the Community Foundation's mission and vision
- Excellent verbal and written communication skills

The full salary range for this position is \$100,000-\$130,000 annually. Most new hires are expected to start between \$105,000-\$110,000, depending on relevant experience, to ensure internal equity across our team.

We are committed to equitable and consistent compensation practices. Starting salaries are determined based on job-related skills, experience, and alignment with internal salary structures.