



Nantucket Conservation Foundation

Finance Manager

Title:	Finance Manager
Classification:	Exempt
Reports to:	President
Direct Reports:	Accounting Assistant

Summary:

The Finance Manager reports directly to the President and is responsible for all areas of financial management, including budget development and oversight, as well as human resources related to all aspects of personnel payroll and benefit administration. The Finance Manager works directly with the President, NCF's Treasurer, as well as the Finance, Investment and Audit Committees. This position plays a critical role, in conjunction with the President, in strategic decision making, planning and operations at NCF, as the Foundation continues to grow and enhance its community outreach while implementing its Board-driven initiatives.

Specific Responsibilities and Essential Job Functions

Financial Management/Human Resources

1. Analyze and present financial reports in an accurate and timely manner; clearly communicate monthly and annual financial statements; collate financial reporting materials for all income sources, contributed and earned; oversee all financial accounting.
2. Coordinate and lead the annual audit process, liaise with external auditors, the President and the finance committee of the board of trustees; assess any changes necessary.
3. Oversee and lead annual budgeting and planning process in conjunction with the President; administer and review all financial plans and budgets; monitor progress and changes and keep the President and Finance Committee, abreast of the organization's financial status.
4. Liaison to all banking, investment and vendor partners, establishing cordial effective and productive relationships on behalf of the Foundation.
5. In conjunction with President and investment committee, manage and prepare endowment portfolio allocation and investment reports; enact wire transfers; coordinate meetings.
6. Manage organizational accounts payable, accounts receivable, cash flow and forecasting.
7. Responsible for effective payroll administration and preparation related to all staff.
8. Manage and ensure effective administration of all employee benefits.
9. Liaison to NCF's IT, and Network Services Vendor(s) for 118 Cliff Road HQ office; Monitor and negotiate annual service contracts, i.e., software licensing renewal.
10. Oversee all NCF insurance policies and annual audits/renewals.
11. Update and implement all necessary business policies and accounting practices; improve the finance department's overall policies and procedures.
12. Effectively communicate and present the critical financial matters to the President.

To apply please send cover letter and resume to Cormac Collier, President and CEO, at ccollier@nantucketconservation.org