

3000 Pegasus Park Drive, #930
Dallas, TX 75247

214.741.9898
info@dallasfoundation.org

Job Title: Director of Financial Operations

Department: Finance and Operations

Reports to: CFO

Supervisory Responsibilities: Gifts Processing Associate, Accounts Payable Associate, PT contract support

Category: Exempt; Full-time

Position Summary:

As a critical member of the Finance and Operations Department, the Director of Financial Operations is responsible for managing the day-to-day financial operations of The Foundation, including oversight of the daily gifts processing and receipting, weekly grants distributions and accounts payable, and production of monthly fund statements for fundholders. Managing a department of two associates, the Director will provide oversight of day-to-day financial processing activities and ensure smooth operations that meet/exceed TDF's partners' and donors' expectations.

The Director of Financial Operations will serve as an integral link between the Finance and Philanthropic Partnerships Departments to ensure that grants meet legal, audit and Foundation requirements and respond to donor requests for accurate and timely information. The Director also works closely with the Community Impact team to ensure fiscal sponsorship compliance and reporting. The Director is also responsible for tracking and reporting on the Foundation's key performance metrics as it relates to monthly transactions and impact on budget, cash management and investments.

Duties and Responsibilities:

Responsible for managing all aspects of the Foundation's monthly financial operations including gifts processing and receipting (average annual transactions 8,000), accounts payable (average annual transactions 5,000), grants payable (average annual transactions 4,200) and monthly fund statements (current # funds 750.)

Specific job duties include the following:

Supervise and Train

- Supervise/train the gifts processing and records management associate who is responsible for creating and updating donor records, receiving credit card transactions, inputting gifts as well as creating and recording check deposits, stock transactions, wires, and ACH transfers.

Process and Review

- Perform monthly grant reconciliation to ensure the grant subledger and general ledger are aligned and accurately reflect monthly activity and provide a monthly review of multiyear grants to ensure the recording of liabilities is in accordance with GAAP.
- Provide donor support for inquiries related to fund activity and fund balances and keep the Philanthropic Partnerships team apprised of critical updates related to disbursements.
- Maintain and continuously improve upon processes to support timely, effective and efficient A/P & grant disbursement processing.

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- Oversee the accurate and complete record of the Foundation's executed contracts with vendors and independent contractors, as well as oversee the annual 1099 review and distribution.
- Participate in the implementation and upgrade of the enterprise system to facilitate efficient operation and financial management of the organization.
- Assist with the definition, documentation, and implementation of processes in the financial system to improve operational performance as well as ensure effective internal controls over financial operations.
- Support the CFO as needed.

Reporting

- Participate in monthly and year-end close by gathering and analyzing data to accurately prepare and report financial information and enable strategic decisions, as well as preparation of schedules to support the annual audit and tax returns.
- Support the month-end and year-end closing procedures and the preparation of related statements for donors.
- Provide dashboard and key performance metric reporting as requested to other managerial, executive, and board-level team members.

Qualifications:

- To perform this job successfully, the ideal candidate must be able to perform each essential qualification satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.
- Highly organized, able to multi-task and track multiple projects, with excellent time management skills
- Intellectually curious and a self-starter, with a heightened sense of initiative
- Superb customer service
- Strong mathematical aptitude
- Ability to think strategically as well as focus on attention to detail
- Strong collaborator; an effective team player
- Unquestionable integrity and trustworthiness

Education/Experience:

- Bachelor's degree in Accounting, Finance, or related field from four-year college or university required
- At least three to five years related experience and/or training
- Experience with Foundant accounting software, inter-fund accounting for subsidiary entities
- nonprofit accounting preferred
- Experience with Microsoft Office suite with advanced Excel skills
- CPA or CPA eligibility preferred

About The Dallas Foundation: Established as a community foundation in 1929-the first in Texas-The Dallas Foundation brings together people, ideas, and investments in Greater Dallas so individuals and families can reach their full potential.