



Job Posting

Director of Finance

Job Title: Director of Finance
Reports To: Executive Director
E/NE Status: Exempt; Executive position
Prepared Date: 8/14/24

Location: Grafton, VT - Hybrid work arrangements are possible.

The Windham Foundation is among the top giving foundations in the State of Vermont. Its offices are in Grafton, Vermont. The Windham Foundation strives to enhance economic, cultural, and civic life in Vermont. As an operating foundation, it preserves and advances the positive qualities of Vermont communities and their natural resources through its rural enterprises, grants to nonprofit organizations with shared purposes, and conferences on issues that matter to Vermont. The Windham Foundation owns and operates The Grafton Inn, the Grafton Village Cheese Company, and the Grafton Trails, an all-season outdoor recreation area. It conducts Grafton Conferences and makes grants totaling roughly \$300,000 a year throughout Vermont.

Position Summary:

As the senior financial and accounting professional within the organization, the Director of Finance has responsibility for managing and overseeing all financial and accounting activities of the Foundation. This role encompasses financial reporting, operational budget management, cash flow oversight, internal control implementation, investment management, and management of the Foundation's insurance programs.

The Director of Finance will report directly to the Executive Director of the Windham Foundation. The position is in the beautiful New England small town of Grafton, Vermont. Hybrid work arrangements are possible.

Essential Position Functions:

- Serves as the primary advisor to Executive Director with regards to the Foundations relationship with auditors, banks, investment advisors, and other financial institutions
- Serves as a financial partner with business unit heads as appropriate.
- Directly supervises accounting and administrative personnel at the Foundation.
- Oversee daily accounting functions and payroll duties performed by the Windham Foundation staff.
- Provides training and coaching as needed.
- Overall responsibility for the financial statements of the organization.
- Prepare operating budgets, forecasts, and financial analyses.
- Establish, enforce, and update internal controls, ensuring timely reconciliations as necessary.
- Monitor cash flow and cash management for all business units.

- Oversee maintenance of insurance programs for both employee benefits and property and liability coverage, in collaboration with insurance brokers and the HR Manager.
- Oversee Pension, 401K, 403B plans in partnership with third-party administrator and HR Manager.
- Supports grant program along with staff and trustees, including applicant communication and fund disbursements.
- Manage annual audits conducted by external auditors.
- Oversees tax filings, compliance, issues.
- Performs other duties as assigned.

Desired Qualifications

- Bachelor's degree in accounting required; CPA preferred.
- Five years or more of related experience required.
- Strong supervisory, leadership, and verbal and written communication skills.
- Ability to lead and mentor a highly motivated, small staff to improve accounting functions.
- Proficiency in accounting software and Microsoft Office Suite. Experience with ERP and Hospitality systems preferred.
- Experience with leveraging technology to creatively solve problems and enhance productivity within accounting processes.
- Experience producing high-level Financial Statements and knowledge of accounting functions.
- Warm, authentic, kind, and natural style of interacting with colleagues and stakeholders.
- Capacity to be passionate about the Foundation's mission.

We offer a competitive benefits package:

- Blue Cross Blue Shield Medical and Vision Plan with premium.
- Employer contribution to a Health Saving Account
- 100% company paid Northeast Delta Dental
- 100% company paid Life and Disability Insurance
- 403B Retirement Plan
- Paid time off – 3 weeks to start (pro-rated)

And there are more benefits that you will only find with us!

- Fitness Center free for employees and up to 4 immediate family members.
- Grafton Trails & Outdoor Center activities are free for employees and up to 4 immediate family members.
- 25% Discount off Grafton Trails & Outdoor Center Summer Camps
- 35% Discounts for meals at the Grafton Inn
- Special employee rate for rooms at the Grafton Inn
- 35% Discount for purchases at Grafton Village Cheese Company retail stores
- Free employee cheese (subject to availability)

Please send letter of interest and resume to karen.murray@windham-foundation.org or apply online at www.windham-foundation.org/careers