Position Description
Treasurer | Chief Financial Officer

Reports to: President | CEO
Status: Exempt

Job Summary:
The Treasurer | Chief Financial Officer is responsible for maintaining the financial integrity of Charles & Margery Barancik Foundation through the expert direction of its financial, fund accounting, and investment activities.

Essential duties and responsibilities
Include but are not limited to the following:

- Supervises and manages all aspects of Barancik Foundation’s financial and accounting systems.
- Develops and implements the financial and accounting procedures based on generally accepted accounting principles.
- Develops and manages systems for effective internal controls.
- Monitors and manages cash flow requirements so as to maximize the return on investment.
- Oversees the preparation and adherence to the annual budget.
- Oversees the annual financial audit and preparation of all tax filings.
- Prepares timely financial analysis to guide the President | CEO, committees, and the Board of Directors in decision-making and to advise them of any financial matters needing their attention.
- Serves as a liaison to the Investment Committee as well as between Barancik Foundation and its outsourced chief investment officer.
- Ensures adherence to the investment policy.
- Understands the roles of all parties involved in investment decision making – committees, board, CIO, etc.
- Oversees maintenance, insurance, taxes, and related issues for real estate owned or leased by Barancik Foundation.
- Oversees IT management and cybersecurity.
- Provides technical assistance to nonprofit organizations and peer foundations from time to time.
- Carries out special assignments as requested by the President | CEO.
Qualifications
- Commitment to Barancik Foundation’s values of service, integrity, and stewardship.
- Accurate, intelligent, strategic-thinker.
- Self-motivated and able to make solid and well-thought-out business decisions.
- Ability to understand and communicate the broad goals of Barancik Foundation while remaining focused on the detail-oriented work and follow-through.
- Demonstrated experience working in a fast-paced environment.
- Ability to work well independently and within a multi-disciplinary team environment and manage multiple projects and priorities.
- Commitment to the highest standards of service to internal and external customers.
- Ability to recognize confidential information and to handle appropriately.
- Minimum of a BA or BS degree in accounting or finance, master’s degree in business or finance and CPA certification preferred.
- Minimum of eight years’ experience in accounting or finance.
- Expert in the use of software programs, e.g. word processing, spreadsheet applications, presentation software, and database applications.
- Excellent decision-making and problem-solving skills; initiative; resourcefulness; the ability to develop, motivate, lead, and supervise staff to achieve positive outcomes for the organization; and a willingness to work collaboratively with the President | CEO, Board members, staff, and constituents.
- Proven ability to interact successfully and build effective relationships with a wide range of constituents and have excellent presentation, written communication, and meeting facilitation skills.
- Highly-developed people skills and the ability to interact respectfully with people of diverse backgrounds, perspectives, and cultures.
- Enthusiastically live the mission, vision, and values of Barancik Foundation.