

---

## Senior Director of Finance – Open Position

**Reports to:** Vice President  
**Department:** Finance

**Location:** Nelsonville, OH  
**Pay Grade:** Negotiable  
**FLSA Status:** EXEMPT

The Foundation for Appalachian Ohio (FAO) is a rapidly growing regional nonprofit, seeking a Senior Director of Finance (CPA preferred) to join our dynamic team and transformative mission. Finances are the backbone of our work as the region's foundation, and in this role, you will play an integral part in the stewardship of resources entrusted to our care and management.

We are searching for a team member exemplifying our core values and sharing our passion for FAO's mission – a self-motivated and detail-oriented individual, who acts with the highest ethical standards, integrity, compassion and humility. We seek someone driven, adaptable, striving to continually improve, who flourishes as a team player and upholds our value of creating a positive and supportive workplace.

### Summary:

Alongside the Chief Executive Officer and Vice President, the Senior Director of Finance will oversee the planning, development, implementation, and maintenance of the Foundation's financial department to include the direction and oversight of all financial activities; direction of the preparation of current financial reports and summaries; and, creation of forecasting, reporting and analysis to support FAO's mission and strategic efforts.

This position supervises the Controller and Director of Finance, as well as oversees the responsibilities of the Finance Department staffing.

### Responsibilities / Job Duties:

- In collaboration with the leadership team, as well as the skilled and trusted departmental employees, develops, implements, operates, maintains, and controls the essential operating systems, information, and financial business of the Foundation.
- Defines and implements key performance indicators and strategic objectives for the Finance division, facilitates measurement of those objectives, and provides reporting results to the President and CEO, Vice President, Board of Trustees, and other management staff.
- Drafts and implements policies and best practices to support achievement of objectives and required standards.
- Drafts business plans for new initiatives, services, and markets.
- Ensures compliance with federal, state, local, and organizational laws, regulations, guidelines, and best practices, including but not limited to tax laws, generally accepted accounting principles (GAAP), investment and acquisition regulations, and accounting standards.
- Maintains knowledge of developments and trends in finance and administration including technological advances.
- Facilitates implementation of new systems and major modifications of existing systems to reduce downtime.
- Directs the preparation of all financial statements, including income statements, balance sheets, tax returns, and other financial reports.
- Responsible for preparation for the annual audit, filing of form 990, and ensuring all tax and government filings for the Foundation are complete and timely.
- Compares program projections to actual figures and budgeted expenses to actual expenses; makes or oversees any necessary adjustments to future projections and budgets.

- Reviews planning process and suggests improvements to current methods.
- Works with the leadership team to coordinate planning and establish priorities for the planning process.
- Oversees relationship with contracted Chief Investment Officer, Cerity Partners, and investment of funds.
- Other duties, as well as specified goals, objectives, and deliverables as assigned.

**Required Skills / Abilities:**

- Excellent management and supervisory skills.
- Excellent analytical, problem solving and organizational skills, including high attention to detail.
- Proficient in database and accounting computer application systems.
- Excellent written and verbal communication skills.
- Thorough knowledge of financial and legal best practices and requirements with a proven ability to provide sound and ethical financial counsel to the leadership team.
- Thorough understanding of and personal involvement with systems and methodologies of finance and administration.
- Proficient with Microsoft Office Suite or related software.
- Work with discretion and foremost confidentiality
- Exercise sound, thoughtful and mature judgment in dynamic environment
- Manage projects independently, use proactive communication with leadership team/CEO on status of projects, and be strategic and effective in bringing other team members into projects at appropriate points
- Encourage others; support teammates; provide sense of hospitality to guests; be both effective and pleasant in communications
- Take thoughtful approach to work; exercise initiative and be proactive in providing ideas for how FAO can best serve the region
- Juggle multiple tasks—flexibility is very important; prioritize and stick to priorities
- Adhere to FAO's policies

**Minimum Qualifications:**

- Bachelor's degree in business administration, Accounting, or Finance required.
- Eight to ten years of experience in financial management required.

**Preferred Qualifications:**

- Master's degree in Business Administration, Accounting, or Finance.
- Certified Public Accountant designation.

**To Apply:**

Please send your resume, cover letter demonstrating qualifications to Maureen Sharkey, Chief of Staff at [msharkey@ffao.org](mailto:msharkey@ffao.org).

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. This job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.

***FAO embraces diversity and is committed to creating an inclusive environment for all employees.***