



Finance Manager

Job Title: Finance Manager (full-time or part-time at least 25 hours/week)

Location: Mt. Sterling, IL and remote **An employee of:** Dot Foods **Reports to:** TFF Executive Director

Your Role: The TFF Finance Manager will help the Tracy Family Foundation (TFF) and related charitable entities pursue their vision and mission, with a specific focus on leading day-to-day finance operations, including general accounting and ensuring compliance with generally accepted accounting principles (GAAP). The Finance Manager is responsible for maintaining and continuously improving TFF's system of financial controls and will help TFF develop the infrastructure needed for substantial growth in the coming years.

Essential Responsibilities:

- *Culture* | Work in a manner consistent with the core values of the Robert and Dorothy Tracy family.
- *General Accounting and Reporting* | Review and approve preparation and finalization of monthly and annual financial reporting materials and metrics for TFF Executive Director and Board.
- *Investments* | Serve on TFF's Investment Committee and act as liaison with our custodial bank, investment advisors, and financial consultants.
- *Audit and Tax Compliance* | Assist in preparation of tax returns, including IRS forms 990PF or 990, and necessary Illinois and federal tax and legal forms. Coordinate with auditors during the annual audit.
- *Budget and Forecasting* | Work with TFF Executive Director to prepare annual budgets. Perform periodic review of budget v. actual with variance analysis and prepare monthly cash flow forecasts.
- *Banking* | Reconcile all monthly bank and credit card statements. Initiate funds transfers, make deposits, and work with the bookkeeper to prepare checks.
- *Grantmaking* | Assist TFF staff in the analysis of organization financials and organization financial training.
- *Tracy Family Philanthropy* | Work with TFF Staff, as needed, to provide financial and philanthropic training.

We Need You To Have:

- Bachelor's degree in finance or related field
- Strong verbal communication skills
- Passion for continuous improvement
- Good organizational skills and attention to detail
- Demonstrated aptitude with Microsoft Office Suite

Benefits and Compensation:

- \$60/month (full-time) or \$30/month (part-time) cell phone reimbursement
- Dot Food's competitive health insurance and retirement benefits if full-time
- Competitive compensation benchmarked with Dot Foods', Council on Foundations, and Exponent Philanthropy.

We'd Like You To Have:

- Evidence of prior volunteer and/or work experience in philanthropy
- Strong preference will be given to candidates that have experience with nonprofit financial management
- Experience with QuickBooks

TFF Office Requirements:

- Must work from TFF's office in Mt. Sterling, IL at least one day every week if full-time and one day each month if part-time. Other work can be done remotely.

Please direct any questions or submit a resume and cover letter to:

Dan Teefey

Executive Director

Tracy Family Foundation

dan.teefey@tracyfoundation.org

217.773.4411 (office), 773.988.9996 (mobile)

About the Tracy Family Foundation:

The Tracy Family Foundation (TFF) was established in 1997 by the Robert and Dorothy Tracy family to advance innovative, collaborative, and sustainable change in Brown County, Illinois, and the surrounding region through organizations that share the values of family, faith, education, leadership, and community. TFF seeks to cultivate a philanthropic spirit in all generations of the Tracy family by providing opportunities for the family to give and serve together. TFF has awarded more than 6,000 grants for more than \$50 million to organizations serving their communities.