Pulte Family Charitable Foundation

Director of Finance Job Posting

The Pulte Family Charitable Foundation (PFCF), located in Boca Raton, Florida, is seeking outstanding candidates to fill the position of Director of Finance.

Guided by the belief in the inherent dignity of every person, the PFCF supports nonprofits and Judeo-Christian religious organizations by providing funding to solve problems impacting disadvantaged and underserved communities across the globe. The Director of Finance will be an integral part of our team.

 **Position Summary**

Reporting to the President, the Director of Finance is responsible for the management and execution of all finance, accounting, and reporting activities. The Director of Finance will play a critical role in supporting leadership in strategic decision making and operations.

The Director of Finance will manage day-to-day finance operations of the PFCF annual budget and financial assets, including functional responsibility for accounting, accounts payable, accounts receivable, grantor reporting, grantee reporting, and bank and investment reconciliation.

The Director of Finance will ensure that the PFCF has the processes, procedures, and controls in place to support effective program implementation, reporting systems, and, if required, flawless audits. The Director of Finance will work closely with the Grants Manager and Administrative/Operations Manager.

 **Responsibilities**

**Financial Management**

* Manage all accounts, ledgers, and reporting systems, ensuring compliance with appropriate GAAP standards and regulatory requirements.
* Maintain internal control and safeguards for receipt of revenue, costs, grantmaking and program budgets, and actual expenditures.
* Preparation of certain financial forms.
* Manage Fraud Prevention Bank Software.
* Consistently analyze financial data and present financial reports in an accurate and timely manner; clearly communicate monthly, quarterly, and annual financial statements; monitor progress and changes and keep the PFCF President and Chief Investment Officer (CIO) abreast of the PFCF’s financial status.
* Oversee all financial, program, and grants accounting.
* Work closely with the CIO to understand ongoing investment activity, as well as to assist in the completion of required documentation for Capital Calls, investment liquidation, or any other required documentation for compliance.
* Record monthly investment activity that accounts for changes in cost, market values, fees, income, and performance of invested assets in accordance with accounting policies.
* Work closely with the Grant Manager to provide financial oversight of applicants and grantees.

**Grants Reporting**

* Work with the Grant Manager to provide financial reporting materials for grantmaking analysis and foundation grant reporting.
* Work with the Grant Manager to ensure that expenditures consistently align with grant and program budgets throughout the grant/fund period.

**Financial and Organizational Compliance**

* Assist senior leadership in the annual budgeting and planning process; administer and review all financial plans and compare to actual results to identify, explain, and correct variances as appropriate.
* Preparation of Federal and State tax returns with the outside tax firm.
* Manage the Foundation’s regulatory and charitable compliance filings.

**Board of Directors**

* Support the President in engaging the board of directors around issues and trends in financial operating models and delivery.
* Prepare quarterly and annual reports to the Board of Directors.
* Oversee proper reporting of minutes and maintaining bylaws.

**Qualifications and Skills**

* CPA, Finance Degree.
* A minimum of five years of experience with critical areas of financial management, as mentioned in the description above, is required.
* A demonstrated understanding of nonprofit accounting is required.
* An ability to develop and maintain professional and administrative relationships is necessary within a collegial environment.
* Director of Finance must maintain appropriate confidentiality with all confidential foundation information. This includes without limitation, all documents, and materials, whether printed or electronic form, that contains confidential information.
* Executing work in a timely matter and attention to detail is critical.
* Unquestionable ethics and personal integrity.
* A firm believer in continual, strategic process improvement, and ready to jump in to troubleshoot as challenges occur.

**Other Job Notables**

The applicant should be:

* Comfortable working in a family-directed environment and working with principles.
* Committed to the Foundation and its mission.
* Have a down to earth approach and a good sense of humor

The Pulte Family Charitable Foundation is an Equal opportunity Employer. We are committed to building a culturally diverse team and encourage applications from candidates of different backgrounds.

This position includes a competitive benefits package.

To Apply

Interested candidates may email a cover letter describing your interest in the position, including salary requirements and a resume to denise@pultefamilyfoundation.org.

Visit our website at www.pultefamilyfoundation.org