



Position: Director of Finance

Reports to: Chief Financial Officer (CFO)

Location: San Francisco, CA

THE ORGANIZATION

Horizons Foundation has been dedicated to serving, funding, and helping to lead the LGBTQ community for over 40 years. Established in 1980 as a San Francisco–based community foundation, Horizons’ mission statement reads:

As the world’s first community foundation of, by and for LGBTQ people, Horizons invests in LGBTQ nonprofits, strengthens a culture of LGBTQ giving, and builds a permanent endowment to secure our community’s future for generations to come.

Horizons is a national leader in promoting LGBTQ philanthropy, recently recognized as one of the LGBTQ movement’s “Top 10” funders by the national advocacy group Funders for LGBTQ Issues. Last year, Horizons distributed more than \$6 million in grants to hundreds of nonprofits throughout the country, with more than half supporting organizations in the Bay Area. Grants were awarded to LGBTQ nonprofits and to LGBTQ-focused programs at non-LGBTQ-specific organizations. Through its donor-advised fund (DAF) program, Horizons also makes grants to non-LGBTQ nonprofits regionally and nationally.

In addition to helping meet today’s needs, Horizons is working to ensure that future generations of LGBTQ people have the resources they will need to serve, protect, advocate for, and celebrate our community far into the future. To that end, the foundation is building the first LGBTQ community endowment fund dedicated to future generations and to helping donors today find ways to create personally meaningful – and impactful – legacies. To date, Horizons has identified more than \$120 million in future legacy gifts that donors are leaving to the foundation and our community.

THE POSITION

The Director of Finance is a vital position that helps the foundation amplify its mission and impact for programming, fundraising, donor development, and community outreach in service to the Foundation’s strategic goals.

The Director of Finance is responsible for the day-to-day fiscal operations including the maintenance of all accounts and financial systems and accurate up-to-date financial records. Responsible for fund management, investment accounting, financial reporting and contribute to the overall culture and work of the foundation. This is a hands-on position responsible for the entering and recording of all original entry transactions.

RESPONSIBILITIES

The Director of Finance will focus primarily on four major areas:

1) Financial management and Administration

- Provide day-to-day management of finance, accounting, and administrative systems, maintaining excellent financial controls, records, policies and procedures
- Maintains completeness and accuracy of general ledger
- Performs monthly and year-end closings and prepares, quarterly Statement of Financial Position and Statement of Activities, account reconciliations comparing actual to budget performance,



analyzing and explaining variances.

- Administration of payroll, employee benefits, and compliance.
- Timely and accurate recording of all gifts.
- Oversight of receipt, deposit, and accounting for all gifts.
- Processing of all approved invoices and grants.
- Monthly reconciliation of database gifts and grants to accounting system.
- Works with CFO to update the Foundation's policies and procedures

2) Audit

- Coordinate the preparation of audits, tax returns, and all financial filings required by law, as well as ongoing monitoring of budgets and spending.
- Prepares schedules as required for the tax return and annual audit.
- Liaison to auditors during audit.

3) Financial Analysis and Reporting

- Prepare monthly consolidated financial statements
- Works closely with CFO to prepare financial reports for grant and contract reporting purposes.

4) Budgeting and Forecasting

- Assists the CFO in the development, maintenance, implementation, monitoring and reporting of the operating budget and projections.

QUALIFICATIONS

Our ideal candidate will be:

- Bachelor's Degree preferred, especially in a related field (accounting, finance, or related degrees) Significant relevant experience may be considered in lieu of a bachelor's degree.
- 3-5 years of strong accounting experience
- Fund accounting experience a plus.
- Demonstrated competency in accounting and internal controls with a thorough understanding of accounting theory and generally accepted accounting principles, budgeting, general ledger maintenance and analysis, financial reporting, and investment analysis.
- Proficiency in Word, Excel, Outlook, database software, and the use of integrated financial applications.
- Demonstrated ability to be self-directed and execute high quality projects
- Ability to perform responsibilities in a professional manner and to handle assignments with a high degree of accuracy and confidentiality.
- Be able to work independently and cooperatively.
- Committed to the Foundation's vision, mission, and values.
- High regard for quality and accuracy, attention to details, excellent organizational and time management skills (ability to plan, prioritize and work on various projects and meet deadlines and to maintain confidentiality.
- Critical thinker: You ask questions, innovate, and problem solve to complete complex tasks.
- Communicator: You communicate effectively and appropriately, both in writing and verbally, with a diverse set of internal and external audiences. You communicate in a manner that demonstrates and fosters cooperation, respect, concern, and openness to change.
- Rapport builder: You instill trust and confidence with internal staff and external partners. You earn trust by your actions and faithfully keep your promises. People know you have their best interest in mind, and you are sincere in your communications.



- Performer: You are motivated by task accomplishment and achieving results. You have a strong desire to set goals and take decisive action.
- Multitasker: You enjoy engaging in many different types of projects and tasks and working quickly to resolve issues.

Not Required but Preferred:

- Experience working in the nonprofit and/or philanthropic sector
- Experience with FundEZ and Salesforce

COMPENSATION, HOURS, AND OFFICE

This is a part-time salaried position at 30 hours per week. Your schedule may vary based on need. The part-time (30 hours per week) salary range for this position is \$67,500-\$82,500 commensurate with qualifications and experience. The starting salary is generally at or near the mid-point of the salary range, with the opportunity for future growth. In addition to federal and other paid holidays, Horizons' current practice is to offer staff an additional day off on the last Friday of the month. The generous benefits package includes full health, vision and dental coverage, vacation, sick leave, significant employer contribution to a 403(b) plan retirement plan, and the pride of working at a critical community institution.

Horizons' current practice is for staff to work from the foundation's downtown San Francisco office on Tuesdays, Wednesdays, and Thursdays. Mondays and Fridays can be remote-work days. The foundation's office is conveniently located 1.5 blocks from the Montgomery BART/MUNI station.

You are required to be fully vaccinated for COVID-19 prior to your first day of employment.

EQUAL OPPORTUNITY

Horizons Foundation is an equal opportunity employer that supports and lives diversity in our staffing and values. We actively seek and welcome applications from people who identify as people of color; women; transgender, gender-nonconforming, and non-binary; LGBTQ; and people living with disabilities. We comply with all applicable federal, state, and local laws governing nondiscrimination in employment, and encourage and seek qualified candidates of all backgrounds.

TO APPLY

To be considered for this position, please send cover letter and resume, to: careers@horizonsfoundation.org. Please put "Director of Finance" in the subject line of your message.

Applications will be considered as they are submitted. We encourage applicants to submit early as the position opening will close when the new staff member is hired.

Thank you for your interest in Horizons Foundation and your support for the LGBTQ community.