

BOARD POSITION PROFILE – FINANCE/ACCOUNTING

Position Goal

Provide expertise in nonprofit budgeting, finance, reporting, ROI, capital improvement plans.

Key Roles and Responsibilities

- Direct the development, monitoring and analysis of budgets and risk reports.
- Analyze multi-year business operations, costs, revenues, financial commitments and trends to project revenues and expenses and to provide planning advice.
- Enable Board in learning non-profit finance, finance laws, GAAP and compliance requirements.
- Report to the Board any financial irregularities, concerns, opportunities.
- Serve on the Finance Committee; secure committee volunteers and help direct their work.
- Lead Finance Committee in reviewing the annual agency audits.
- Mentor CFO in, for example, reporting, analytics, process improvement.

Skills, Knowledge, and Abilities

- Nonprofit financial management or accounting experience
- Up-to-date nonprofit fund and grant accounting knowledge
- Budgeting
- Quantitative analysis capabilities
- Understanding of key financial factors
- Financial and accounting processes, systems

General Requirements

- Ability to meet required time commitments
- Interest, enthusiasm, and affinity for finance and accounting
- “Roll your sleeves up” attitude; eagerness to contribute to the advancement of Future Foundation on many levels
- Serve as an advocate for Future Foundation at every opportunity
- Fundraise and work to develop resources sufficient to ensure the future of Future Foundation

Personal Attributes

- Honesty and integrity
- Complex problem solving
- Self-motivated
- Analytical
- Good team-builder and team member
- Respected and respectful
- Solid professional reputation