

**IIII**  
**COMMUNITY FOUNDATION**  
*of Burke County*

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**COMMUNITY FOUNDATION OF BURKE COUNTY**  
**FINANCE DIRECTOR**  
**JOB ANNOUNCEMENT: JUNE 24, 2024**

**Organizational Overview:**

Founded in 2000, the Community Foundation of Burke County (CFBC) is a nonprofit, tax-exempt organization that receives gifts, endowments and bequests from individuals, families, businesses and organizations. The Foundation uses distributions from these funds to make grants to qualified charitable agencies and institutions primarily serving the residents of Burke County, North Carolina. The mission of CFBC is to encourage, develop and participate in philanthropy by providing flexible giving opportunities, professional support and responsible stewardship for the benefit of donors and qualified recipients.

**Position Overview:**

Working with and reporting to the President/CEO, the Finance Director is responsible for these primary duties:

- Maintaining financial integrity of numerous funds and multi-million-dollar assets.
- Preparing accurate and timely monthly financial statements for the Board of Directors and quarterly fund statements for Fund Advisors.
- Overseeing all accounting functions including budget, general ledger, account reconciliation, accounts payable, accounts receivable, fixed assets, cash flow, investments, employee benefits, bi-weekly payroll, donor/accounting database, & IT system.
- Implementing the Foundation's investment and spending policies and asset allocation strategy; coordinating investment performance reporting with Board designated independent consultant.
- Managing annual audit.
- Developing and maintaining appropriate and effective internal controls, fiscal policies, procedures and systems.
- Serving as staff liaison to Board Finance and Investment Committees.
- Collaborating with President/CEO to maintain compliance with Community Foundation National Standards
- Other duties as assigned by the President/CEO

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[www.cfburkecounty.org](http://www.cfburkecounty.org)

### **Required Skills:**

- Degree in Finance or Accounting; CPA certification a plus.
- Minimum of 5 years non-profit accounting experience, 7+ years preferred.
- Sophisticated understanding of non-profit day-to-day accounting processes.
- High level of analytical ability, critical thinking, attention to detail.
- Excellent organizational skills, creative problem-solving skills, and flexibility
- Experience in donor relations.
- Dedication to working as a team.
- Excellent oral, written and interpersonal communication skills are essential in order to maintain cooperative working relationships and to instill confidence in our donors and community supporters.

### **Preferred Qualifications:**

- Knowledge of database systems, preferably Foundant
- Experience with Quickbooks
- Integrity/judgment/discretion
- Dedication to quality and accuracy
- A strong work ethic
- High energy and a positive attitude
- The ability to be a self-starter who fulfills job requirements with minimal supervision

Salary range based on experience: \$82,000 – \$92,000 per year. Benefits include paid time off, a simple IRA retirement plan up to a 3% match, and a health insurance stipend.

Applications will begin to be reviewed immediately. Position will remain open until filled.

The Community Foundation of Burke County is proud to be an Equal Employment Opportunity. We celebrate diversity and do not discriminate based on race, religion, color, national origin, sex, sexual orientation, age, veteran status, disability status, or any other applicable characteristics protected by law.

For consideration, please send a cover letter and resume to JJ Musgrove, President/CEO at [jmusgrove@cfburkecounty.org](mailto:jmusgrove@cfburkecounty.org) or mail to:

JJ Musgrove  
President/CEO of CFBC  
PO Box 1156  
Morganton, NC 28655

Emailed submissions are encouraged.