



New Mexico Foundation, NMF, Job Description

Title: Finance Director
Department: New Mexico Foundation
Reports to: President and CEO
Location: Santa Fe, NM and remote
Exempt/non-exempt status: Exempt, full-time

Summary:

The Finance Director is responsible for oversight and guidance of the day-to-day financial functions of NMF, for monthly and annual reporting to the Finance Committee, the Board of Directors, outside funders and external auditors. This is a 40+-hour a week position. The Finance Director oversees the Finance Department and directly supervises the Finance Associate and the Finance Grants Manager.

Responsibilities:

Leadership

- Provide leadership consistent with NMF's vision, mission, values and goals.
- Work with the President and CEO in the areas of financial functions, including providing information necessary for President and CEO to make informed decisions.
- Provide guidance and support for conducting NMF's Strategic Plan including preparing budgets, reviewing monthly financials, and recommending policy and procedure additions and changes.
- Collaborate with Directors and President and CEO as the Directors' Team.
- Track and proactively communicate updates about financial functions to the Directors' Team.

Organization Mission and Strategy

- Work to ensure that the NMF mission is fulfilled through strategy and planning.
- Enhance the NMF image by being active and visible among local business leaders, national corporations, and with other professional, civic and private organizations, as necessary.
- Progress and expand appropriately upon strategic plans, including creating, implementing, reviewing and iterating financial plans that align with and support the strategic plans.

General Financial Functions:

- Oversee and direct accounting, budgeting, accounts payable, cash receipts, inventory, reporting, and payroll of NMF, including applicable services for fiscal sponsorships.
- Coordinate Finance Committee meetings and Investment Committee meetings including schedule meetings, develop agendas, prepare reports, work with the Committee Chair to create meeting minutes and disburse reports to committee members.
- With input from the President and CEO, directors and staff, prepare the annual budget for review by the Finance Committee and Board of Directors.
- Maintain relationship with banking and investment personnel.
- Maintain relationships with NMF partners as required.
- Review and update the Fiscal Policy manual annually.
- Update information for accreditation with the Council on Foundations.



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General Ledger:

- Prepare bank reconciliations and assist with unreconciled items.
- Prepare investment reconciliations and assist with unreconciled items.
- Review and approve journal entries.
- Prepare monthly cash flow reports, statements of financial position, and statements of activities and forward to the President and CEO and the Finance Committee.
- Calculate and request quarterly fees from funds held in the pooled investments.
- Calculate the annual distributions from the endowment funds.
- Update depreciation schedules.

Payroll:

- Direct team members to enter payroll information bi-weekly.
- Review journal entries to record payroll in the general ledger.
- Review the worker's compensation audit.
- Review the 401(k) census for the annual filing of the IRS Form 5500.
- Meet with insurance broker to determine best options for employee benefits.

Accounts Payable:

- Direct team members to review and approve accounts payable prior to cutting checks.
- Verify 1099 entries.
- Sign checks as needed.
- Assist and confirm 1099 information at year end.

Cash Receipts:

- Direct team members to code payments to the proper project fund.
- Review entries made to the appropriate software systems.
- Direct team members to verify donations in the appropriate software systems.
- Review cash batches for accurate application of fees.

Additional Responsibilities:

- Maintain financial integrity by directing accurate accounts payable, cash receipts, payroll, and general ledger systems in a timely manner.
- Ensure compliance with the State Corporation Commission, COROS (Attorney General), and SAM.gov.
- Develop and maintain the fiscal internal controls of NMF.
- Assist in managing fundraising activities including the proper handling of donated funds.
- Choose audit firm and prepare schedules for the annual fiscal audit and tax return.
- Assist auditors during field review and through on-going maintenance of corporate records.
- Participate in developing methods to ensure efficient and cost-effective operations.
- Represent NMF to the community by establishing and maintaining contact with various agencies, organizations, and individuals with regard to financial operations and services.
- Maintain professionalism to ensure service quality and integrity.
- Participate in weekly team meetings and contribute to communications, reports, and information.
- Attend training related to job duties or employment.



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Professional Qualifications

- Minimum bachelor's degree in accounting, finance, economics, business or related field. CPA or similar advanced certifications or degrees in finance and accounting preferred.
- Minimum of five (5) years of progressively responsible financial management experience, including management position with supervisory responsibilities and oversight of complex accounting and finance operations.
- Knowledge of investing, audit processes and fiscal sponsorships.
- Financial management experience with foundations or nonprofit community management associations is desirable.
- Strong organizational abilities including collaborating, planning, delegating and task facilitation;
- Knowledge of GAAP and finance management principles.
- Excellent analytical and communication skills, being able to clearly present complex financial matters.
- Proficiency with personal computers and Microsoft Office 360; working knowledge of Salesforce, Sage Intacct, Foundation Cloud, Virtuuous and other programs.
- Ability to complete other duties as assigned that support NMF.

Personal Characteristics:

- Commitment to serve the community.
- Strong attention to detail.
- Transparent integrity that motivates people to work hard while having fun.
- Open and participatory management style.
- Professional image, positive and enthusiastic.
- Courtesy, friendliness, good diplomacy and tact.
- Creativity and self-starter.
- Effective interactions with all stakeholders when representing NMF.
- Flexibility within a changing and sometimes stressful environment.
- Good judgment and decision-making capabilities.
- Discretion, commitment to confidentiality, effectiveness and efficiency.
- Strong multi-tasking with capacity to cope with interruptions and meet deadlines.
- Dependability and punctuality.
- Passion for teamwork, staff development and knowledge transfer.

Equal Opportunity Employment:

NMF is committed to Equal Employment Opportunity. It is our policy to encourage and support equal employment opportunity for all associates and applicants without regard to gender, age, race, color, creed, religion, national origin, ancestry, citizenship, sexual preference or orientation, gender identity, spousal affiliation, marital status, military/veteran status, handicap or disability or membership in any other protected group.

Americans With Disabilities Act:

Applicants as well as employees who are, or become, disabled must be able to perform the essential job functions either unaided or with reasonable accommodation. The organization shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law.

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