

**LOUISIANA BAR FOUNDATION  
FINANCE DEPARTMENT  
POSITION DESCRIPTION**

**POSITION:** Chief Financial Officer

**STATUS:** Exempt

**REPORTS TO:** Chief Executive Officer, Executive Director

**POSITION SUMMARY:** Responsible for managing all aspects of the Finance Department, supervising finance staff, managing the full cycle of accounting functions and adherence with Generally Accepted Accounting Principles (GAAP), overseeing all investment activities, and coordinating with positions throughout the Foundation to create timely, accurate reports for Foundation Board, Staff, Committees, grantors and other stakeholders. The CFO is a resource for the Treasurer and management staff on issues that could threaten the financial health of grantees, and for new financial opportunities/risks for the Foundation.

**PRIMARY RESPONSIBILITIES:**

- Serving as the Finance Committee staff liaison, oversees accounting functions of the Foundation, including complex fund accounting. Evaluates internal controls to ensure the Foundation implements appropriate segregation of duties, while using the most efficient processes for the small office size. Prepares and analyzes financial statements, manages annual financial statement audit and quarterly managed funds report, prepares annual IRS Form 990, and reconciles monthly bank statements. Reviews all expenses for payment. Prepares annual budget with the Treasurer, Executive Director and Finance Committee, and any subsequent revisions for presentation by the Treasurer on year-to-date financials to the Finance Committee, Investment Committee and Board of Directors.
- Provides financial oversight of Foundation grantees, including the coordination of quarterly, year-end and audit reports (desk review). Coordinates with the Foundation's Grants Manager and grantees' management staff to review/clarify any findings, creates written reports, evaluates grantees' required corrective action responses, and reviews grantees' implementation. Assures that grant payments are timely made, properly applied and that grant accounting is accurate and up to date.
- Oversees systems for maintaining Interest on Lawyer Trust Account records and related data; with the IOLTA Manager, conducts annual IOLTA compliance for attorneys and law firms; oversees and manages system for annual compliance review of all IOLTA eligible financial institutions, leads all efforts to insure maximum IOLTA revenue with ongoing monitoring of products, interest rates and reporting accuracy in accordance with Court rules, provides technical assistance and documentation to financial institutions as needed, and assures materials on website regarding IOLTA are up to date.
- Serving as the Investment Committee staff liaison, provide monthly review of portfolio statements and balances to ensure compliance with the Foundation's Investment Policy. Oversees finance and investment activities of the Foundation. Determines short-term, long-term cash needs and forecasting, coordinates with investment advisor firm to solicit investment options and secure preferable investment vehicles, prepares supporting schedules for quarterly investment reports to the Committee.
- Creates statistical, financial, and other informational reports for the Louisiana Supreme Court, State of Louisiana, Board of Directors, financial institutions, grantors, and other stakeholders.

- Manages systems to assure proper documentation and procedures for personnel requirements for compensation, taxes and required forms. Administers payroll service and in-house retirement plan.
- Assures quarterly and annual reports of fundraising activities are correct and consistent with accounting records.
- Performs other related duties as needed or assigned by the CEO, Executive Director.

**QUALIFICATIONS:**

- Degree in Accounting, Finance or Business Administration. Advanced degree preferred.
- Prior bank operations and financial management experience preferred.
- Strong administrative, accounting, cash management experience required.
- Understanding and experience with a non-profit environment preferred.
- Must demonstrate an understanding of portfolio investment strategies and practices. Strong financial analysis skills necessary.
- Advanced proficiency in Excel and Quickbooks.
- Must have excellent organizational skills and work habits.
- Strong attention to detail, follow-up and ability to meet deadlines.
- Efficient in handling multiple projects simultaneously.
- Excellent communication skills, both written and verbal.
- Skilled at working with a wide variety of stakeholder groups and broad array of personalities.