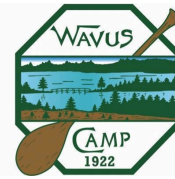




**KIEVE WAVUS**  
E D U C A T I O N



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## Business & Finance Director

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### Summary

The Business & Finance Director is responsible for executing a wide range of business and finance operations essential to Kieve Wavus Education, Inc. (KWE), a nonprofit organization with a \$12 million operating budget, 60 full-time employees, and 275 total employees when summer camp is in session. The director leads all high-level business and finance tasks and collaborates with the President, Executive Director, and Chief Advancement Officer as an integral member of KWE's leadership team.

### Mission

Kieve Wavus Education empowers people to contribute positively to society by promoting the values of kindness, respect for others, and environmental stewardship through year-round experiential programs, camps for youth and adults, and guidance from inspirational role models.

### Qualifications

Bachelor's degree in accounting, finance, or a related field; MBA preferred. Eight to 10 years of experience managing diverse business functions. Nonprofit organization and endowment management experience is key to this role. Experience administering an organization's benefits and insurance plans, payroll, taxes, etc. Comfortable presenting to and interacting with the Board of Trustees and the key constituents responsible for fiscal and corporate oversight. Proven track record of the highest level of integrity and confidentiality when dealing with an organization's business information. Ability to successfully manage multiple and competing priorities. Strong communication skills in motivating, developing, and coaching team members to success.

**Responsible to:** President & Chief Executive Officer

### Primary Responsibilities

*Finance* | Oversee KWE's adherence to and implementation of all financial plans, policies, and practices. Collaborate with the Executive Director & Chief Operating Officer to prepare the organization's budget; present to Board of Trustees for approval. Oversee the endowment manager, KWE's liquid cash position, and its funded depreciation account. Track and analyze investment portfolio activity and ensure proper accounting of all gifts to the organization (unrestricted, restricted gifts and pledges). Track and oversee all capital project expenses.

*Accounting* | Support the Associate Business & Human Resources Director to maintain accounting systems that properly reflect the financial position of the organization including the monthly reconciliation of the general ledger, balance sheet, income statement, gift receipts, investment accounts, and the accounts receivables and accounts payables function. Act as primary contact with KWE's auditor to schedule all audits and oversee the implementation of auditor recommendations. Ensure proper accounting of all gifts to the organization (unrestricted, restricted gifts and pledges).

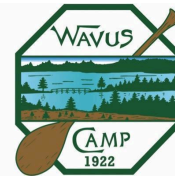
*Human Resources* | Oversee and support the administration of personnel practices (benefits, payroll, performance evaluation process, hiring, personnel records, etc.). Provide guidance and help interpreting policy for all personnel matters. Serve as a champion for a positive, productive, can-do organizational culture.

*Compliance* | Serve on the leadership team as a key advisor. Participate in the development of policy, long-range planning, and goals. Ensure KWE is compliant with federal, state, and industry standards and that tax and regulatory reporting is completed on time, i.e. Form 990. Oversee all internal controls implementation.

*Support of the Organization* | Kieve Wavus Education is an educational nonprofit that requires a highly dedicated team to function. Each employee should understand our mission and be ready to work beyond their job description in order to fulfill it.



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### **Primary Responsibilities**

- Oversee the adherence to and implementation of all financial plans, policies, and practices for KWE.
- Oversee and support the administration of personnel practices (benefits, payroll, performance evaluation process, hiring, etc.).
- Serve as a champion for a positive, productive, can-do organizational culture.

### **Direct Responsibilities:**

- Serve as advisor to the leadership team and participate in the development of policy, long-range planning, and goals. Manage, motivate, coach and develop all direct reports.
- Collaborate with the Executive Director & Chief Operating Officer to prepare all budgets for the organization; present to the Board of Trustees for approval.
- Support the Associate Business & Human Resources Director to maintain accounting systems that properly reflect the financial position of the organization. Ensure proper internal controls are followed for effective financial practices on behalf of the organization.
- Act as primary contact with KWE's auditor to schedule all audits and oversee the implementation of auditor recommendations. Ensure all required state and federal tax and regulatory reporting is completed in a timely fashion, i.e. Form 990.
- Oversee the endowment manager and ensure proper accounting of all gifts to the organization (unrestricted, restricted gifts and pledges).
- Manage the organization's liquid cash position and funded depreciation account.
- Provide guidance and help interpreting policy for all personnel matters.

### **Oversee:**

- The monthly reconciliation of the general ledger, balance sheet, income statement, gift receipts, investment accounts, etc.
- The accounts receivables and accounts payables function.
- Coordination of the annual benefits and new employee benefits elections process.
- Payroll administration.
- Ensuring up-to-date, accurate employee records.
- Analysis and recording of all investment portfolio activity.
- Tracking and documenting of all ongoing capital projects.