



**The Loppet Foundation
Senior Director of Finance & Accounting
Job Posting**

The Loppet Foundation's mission is connecting people to the outdoors through experiences that grow community. We value anti-racism, collaboration, growth, inclusion, play, stewardship and well-being. The foundation provides quality programming for youth and adults, produces world class adventures and sporting events, and strives to create a welcoming and inclusive community in its operations in Theodore Wirth Park. The Loppet staff are dedicated and energetic individuals who work together leveraging the various aspects of the Foundation to create a whole that is more than the sum of its parts.

Job Summary: The Loppet Foundation's Senior Director of Finance & Accounting is responsible for the overall fiscal well-being, financial management and reporting for The Loppet Foundation. The Senior Director of Finance & Accounting develops strategy and provides a high level of expertise and leadership for all financial areas of the organization. This position is a 20 hour per week, permanent exempt position.

Senior Director of Finance & Accounting is responsible for the following:

- **Finance**
 - Develop, implement and maintain accounting policies and procedures in compliance with Generally Accepted Accounting Principles (GAAP) and other relevant accounting regulations.
 - In collaboration with the Executive Director, and Program Directors, create and manage the organization's budget.
 - Prepare annual budgets and financial reporting; monitor variances and notify key stakeholders of deviations from budget and course of action.
 - Lead and manage the organization's financial systems and relationships with financial institutions.
 - Oversee development and management of business contracts, leases, and the organizations' insurance policies.
- **Accounting/Bookkeeping**
 - Prepare all financial reports including monthly and annual statements for operating and investment accounts, project and monitor organizational cash flow, and oversee all financial, program and grants reporting procedures.
 - Create and prepare reports for organizational leadership, Board Finance & Audit Committee and the Board of Directors.
 - With support from the Admin team, lead the annual audit process, prepare required audit work papers, liaise with external auditors and the Board Finance & Audit Committee.
 - Oversee all daily accounting duties including maintaining general ledger accounts, accounts payable and receivable, bank reconciliation, government reporting and filings, vendor correspondence, along with the Admin team.
 - Lead monthly closing of the books, and recommend accounting process improvements for greater efficiencies.
 - Ensure that necessary records are kept on all restricted donations.
 - Oversee accounts receivable and accounts payable.
 - Oversee credit card payment process and uploading of data into the general ledger.
- **Human Resources**
 - Oversee Human Resource functions including payroll, relationship with payroll vendor, new employee onboarding, and benefits selection, including health insurance, 401K plan, and PTO

policies.

- o In partnership with the Executive Director and Board of Directors, develop and recommend updates to Human Resources policies and strategy.

Knowledge and Abilities:

- BA in Finance, Accounting; MBA or CPA preferred
- At least 10 years experience working in non-profit Finance sector
- Extensive experience with Quickbooks Online
- Extensive experience with Microsoft 365, especially Excel
- Extensive experience with CRM software
- Experience negotiating benefits, insurance
- Excellent written and verbal communication skills
- Proven work experience working collaboratively across multiple teams

Other Requirements:

- Reliable transportation and ability to pass a criminal background check
- Ability to work some evenings and weekends, as needed
- Ability to meet physical demands of the job. While performing the duties of this job, the employee is regularly required to sit, stand, bend, twist, kneel, and communicate.
- Participation in advancing the Loppet's [Mission, Values](#) and [Strategic Equity Goals](#)
- Co-creating an Anti-Racist organization

The Senior Director of Finance & Accounting reports directly to the Executive Director. This position does not have direct reports but has a dotted line relationship with the Administrative & Finance Services Director and the Admin team. Wages range from \$50,000-60,000 Annually, depending on demonstrable experience.

This is a 20 hour per week position. Schedule and location are generally flexible with the understanding that a presence during regular business hours is important. However, it is also important to note there will be occasional evening and weekend events outside of regular business hours that this role will be expected to be present for. Benefits include employee discount, and the ability to work and play in the magnificent Theodore Wirth Park!

*We recognize the need for a diverse workforce and understand that traditionally underrepresented communities must be centered in the work we do. As a Foundation, we are committed to building a blended team that reflects the community we serve. Hence, **we strongly encourage BIPOC and Queer-identified individuals to apply.***

HOW TO APPLY:

No phone calls, no walks in. To apply, please follow the instructions below precisely:

- Email the following materials to hr@loppet.org with an e-mail subject that reads "Senior Director of Finance & Accounting":
 - o Resume (preferably in .pdf form), Cover Letter in the body of the email, and salary expectation (Annually).
- This position will remain open until filled.