

## **JOB ANNOUNCEMENT AND DESCRIPTION**

### **Director of Finance, Corporate Treasurer**

#### **Position Overview**

The Stanley Foundation seeks an experienced director of finance and corporate treasurer. The director, appointed by and reporting to the president and serving as part of the foundation's leadership team, is accountable for the accounting, treasury, and administrative services of the foundation as well as judicious use of foundation resources to meet the mission of the foundation. Serving as director of finance and corporate treasurer of the Stanley Foundation offers a unique opportunity to be part of a mission-driven organization devoted to increased peace and security around the world. The Stanley Foundation is a nonpartisan, private operating foundation with a \$5 million operating budget and \$150 million under investment combined with its sister organization, Holthues Trust.

#### **Primary Responsibilities:**

##### Organization Leadership

- Being accountable to the president and Board of Directors in overseeing all foundation financial policies and activities and administrative services, serving as part of the leadership team, and serving as staff liaison to the Finance Committee of the Board of Directors.
- Ensuring compliance with federal, state, and local legal requirements and guidelines while maximizing operational and financial results.

##### Strategic Financial and Accounting Management

- Administering all general accounting, accounts-payable, and payroll functions.
- Being the primary signer of all foundation checks and approving all Automated Clearing House (ACH) and wire transactions prepared by the accountant.
- Preparing the annual budgets for administration, general and administrative overhead, and capital expenditures as well as coordinating the overall budget for the foundation.
- Analyzing the actual financial performance of the foundation against the budget.
- Tracking the foundation's annual progress toward meeting its minimum expenditure requirement.

- Monitoring and maintaining foundation investments under the direction of the investment advisor to maintain adequate operating funds so the foundation can carry out its programming activities.
- Serving as the main contact for the foundation's investment advisor.
- Serving as the main contact for the annual foundation audit and supervising the preparation of all foundation work papers and audit-related information.
- Making timely estimated excise tax payments throughout the calendar year.
- Ensuring timely preparation and filing of tax returns and other tax-related reports for all levels of government by preparing tax-related work papers, working with the external auditors, and reviewing tax returns.

#### Administrative Leadership

- Managing administrative services for the office, including supervision of accountant/administrative support person and contracting for equipment and lease agreements in accordance with approved policies and procedures.
- Administering the foundation benefit programs and maintaining benefit-related manuals and plan descriptions.
- Administering the foundation retirement plans and assisting the external auditors with the preparation of all tax-related work papers and forms.

#### **About the Stanley Foundation**

The Stanley Foundation advances multilateral action to create fair, just, and lasting solutions to critical issues of peace and security. The foundation's work is built on a belief that greater international cooperation will improve global governance and enhance global citizenship. The organization values its Midwestern roots and family heritage as well as its role as a nonpartisan, private operating foundation. The Stanley Foundation does not make grants but rather carries out its own programming.

More about the foundation and our work is at [www.stanleyfoundation.org](http://www.stanleyfoundation.org).

#### **Qualifications**

The ideal candidate should possess:

- A bachelor's degree in finance, accounting, or a related field; CPA and/or MBA is desirable.

- At least five years of financial leadership experience, including financial reporting, ensuring proper control and audit processes, and experience with nonprofit tax-reporting requirements.
- Organizational skills and project- or process-management experience, including proven capacity to set realistic goals and meet project-related deadlines and schedules.
- Advanced knowledge of accounting and reporting software; experience with Sage 300-Timberline software is a plus.
- Previous supervisory experience.
- Strong attention to detail.
- Strong knowledge and relevant experience in reviewing and interpreting legal documents, including investment documents, operating agreements, and leases.
- Good understanding of business practices and data-privacy requirements.
- Demonstrated commitment to diversity, equity, and inclusion, with the ability to serve as an exemplar for organizational values and foster an inclusive and respectful workplace.
- Familiarity with environmentally responsible practices.

Applicants must be legally authorized to work in the United States. The Stanley Foundation offers competitive salaries and a full benefits package.

### **Location**

This position is based at the foundation headquarters, located in Muscatine, Iowa. Iowa's quality of life is ranked No. 1 in the nation by *US News & World Report*. Muscatine is a community of 23,000 people on the Mississippi River. The area offers affordable housing and a variety of recreational opportunities. Iowa City, Iowa (population 70,000)—home of the University of Iowa and the nationally recognized University of Iowa Hospitals and Clinics—is a 45-minute drive from Muscatine. The Quad Cities area—comprising Davenport and Bettendorf, Iowa, and Moline and Rock Island, Illinois, with a combined population of over 350,000—is just a 40-to-50-minute drive from Muscatine.

### **Application Directions**

Please e-mail a letter of interest, resume, and references to the attention of:

Debra Hughes  
 Human Resources Generalist  
 The Stanley Foundation  
 209 Iowa Avenue  
 Muscatine, IA 52761  
 Phone: 563-264-6888  
 Email: [jobs@stanleyfoundation.org](mailto:jobs@stanleyfoundation.org)

Deadline for application: This position will remain open until filled.

*We are an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, creed, color, religion, sex, national origin, age, disability, veteran status, pregnancy, gender identity, sexual orientation, or other characteristic protected by law.*