



Job Description: Director of Finance

Title: Director of Finance

Supervisor: Director of Operations

Status: Exempt

Location: SL Brown Foundation, Madison, WI

Supervise: Finance Assistant

About the Organization

The Stephen & Laurel Brown Foundation (Foundation/SLBF) serves the University of Wisconsin and Madison communities by leading Christian thought and formation to shape today's pluralistic university. We gather communities, educate for formation, and produce scholarship within the university context for greater Christian impact. SLBF comprises five initiatives: Upper House Commons, The Lumen Center, New College Madison, a student Fellows Program, and a Media Studio. The Foundation includes two physical properties: Upper House – based in University Square in the heart of the University of Wisconsin–Madison campus, and Dottie's Ranch – a retreat center located 15 miles outside Madison. Upper House is a member of the Consortium of Christian Study Centers.

Vision for the Position

This role is critical to ensuring the organization's financial strength, sustainability, and mission impact. The Director of Finance provides both operational oversight and strategic financial leadership, helping position the organization for long-term growth and faithful stewardship of resources.

The Director of Finance will work alongside the Director of Operations in the following areas: (1) Accounting & Financial Operations (2) Financial Leadership and Strategy (3) Budgeting and Forecasting (4) Compliance and Audit (5) Cash Flow and Asset Management (6) Team Leadership. The Director of Finance will help contribute to a highly functioning operations and executive office that serves all stakeholders (e.g., board members, staff, external partners/vendors/donors, university students and faculty, and marketplace professionals).

Responsibilities:

Accounting & Financial Operations (40%)

- Manage all accounting functions including:
 - Accounts payable/receivable
 - Payroll
 - General ledger
 - Month-end and year-end close
- Ensure timely and accurate financial reporting.

- Maintain GAAP compliance and nonprofit accounting standards.
- Manage restricted and unrestricted funds in accordance with donor intent.
- Manage employee payroll files onsite and with payroll vendor.
- Partner with HR Manager to maintain employee benefits enrollment including all insurances, health savings accounts, and the 401(k) Retirement Plan.
- Complete annual 401(k) Plan Safe Harbor match submissions.
- Oversee administrative and financial processes for book tables related to programming.

Financial Leadership & Strategy (20%)

- Serve as financial advisor to the Executive Director and Director of Operations
- Partner with Foundation Leadership Team, Executive Director and the Board to develop and execute long-term financial plans and strategy.
- Provide financial modeling, forecasting, and scenario planning.
- Present financial reports and insights to the Board of Directors and Finance Committee & Investment Committee, along with the Foundation Leadership Team.
- Advise on capital planning, risk management, and organizational growth initiatives.
- Support strategic decision-making with financial analysis.
- Assist with the development and execution of annual and strategic plans with appropriate metrics that demonstrate SLBF's commitment to achieve board-specified ends.
- Evaluate and improve financial systems and reporting processes.
- Implement technology solutions to improve efficiency and accuracy.
- Assist in research/special projects that extend the reach and impact of the Foundation.

Budgeting & Forecasting (15%)

- Lead the annual budgeting process across all teams.
- Develop multi-year financial projections.
- Monitor budget performance and provide variance analysis.
- Collaborate with department leaders to ensure fiscal responsibility.
- Help develop and maintain sound budgeting and accounting protocols.
- Work with the Executive Director, Operations Director, Initiative Directors, and staff members to forecast budgets for personnel and benefits, infrastructure, capital expenditures, operations, programming, and special projects.
- Attend board and finance committee meetings when requested and provide timely follow-up communication.
- Develop dashboards, reports, and KPIs for leadership.

Compliance & Audit (10%)

- Ensure compliance with federal, state, and local regulations.
- Support annual audit process and serve as primary liaison with external auditors.
- Support the preparation and review various tax forms such as Form 990.
- Ensure proper internal controls and financial policies are maintained and updated.
- Provide requested information for annual Worker's Compensation Insurance audit.
- External Grant Support:
 - Monitor grant compliance and reporting requirements.

- Ensure grant applications coincide with grantor requirements; help foster relations with funders (e.g., other foundations; individual benefactors) for programming impact.
- Assist in drafting proposals, administering grants, and completing progress reports that coincide with funding requirements.
- Help assess grant effectiveness from a financial perspective.
- Help steward relationships with external funding sources.
- Create and annually update the following:
 - SLBF Internal Controls Policies and Procedures Manual.
 - SLBF Credit Card Use Policy.
- Monitor and maintain regulatory documents required by state and federal agencies and other governing entities. In support of this activity, build systems for tracking such records and processes.

Cash Flow & Asset Management (5%)

- Monitor cash flow and maintain appropriate reserves per Board policy.
- Oversee banking relationships and investment accounts.
- Manage liquidity and working capital needs.
- Advise leadership on reserve policies and financial health metrics.

Team Leadership (5%)

- Supervise finance staff and others as assigned.
- Provide coaching, professional development, and annual performance reviews.
- Foster a culture of accountability, transparency, and stewardship.

Personal Growth and Spiritual Renewal (5%)

- Commit time to personal and organizational renewal through regular periods of reading and reflection. This includes scheduled times away for study, prayer, and long-range planning.
- Attend educational and ministry-related conferences that offer personal renewal and professional growth opportunities.

Education & Experience Requirements:

- Bachelor's degree in accounting, finance, or related field required, master's degree preferred.
- 5–10+ years of progressive financial leadership experience.
- Experience in nonprofit accounting and financial management strongly preferred.
- Experience working with a Board of Directors and/or Finance and Investment Committee.
- Expertise in GAAP and financial reporting.
- Experience managing audits and compliance.

Qualifications:

- Commitment to the Lordship of Christ and a high level of spiritual maturity.
- Annually affirm SLBF Statement of Faith
- Love for the university and its array of stakeholders.
- Strong financial stewardship mindset.
- High level of integrity, discretion and ethical standards. Ability to maintain a high degree of confidentiality.

- Strong attention to detail, proficiency with QuickBooks accounting software and Excel.
- Detailed-oriented while maintaining big-picture perspective.
- Strategic thinker with operational excellence
- Excellent analytical skills
- Strong verbal and written communication skills; able to translate financial data for non-financial leaders.
- High energy, maturity, and leadership with the ability to serve as a unifying force in building a healthy organizational culture.
- Strong interpersonal, organizational, and leadership skills with a demonstrated ability to manage multiple projects.
- Sincere commitment to working collaboratively with diverse stakeholder groups.
- Ability to win the trust of staff and key external partners.