



Director of Finance & Administration Athens County Foundation

Help Strengthen Our Community Through Philanthropy

The Athens County Foundation (ACF) builds on the strengths of our community by advancing participation and collaboration to address longstanding challenges and pursue extraordinary opportunities. Guided by the values of inclusion, collaboration, courage, hope, and trust, ACF partners with nonprofits, donors, and the community to advance a healthy, inclusive, and thriving community for all.

We are seeking a highly organized, detail-oriented, and collaborative Director of Finance & Administration to oversee the Foundation's financial operations and administrative functions. This position offers a unique opportunity to combine strong financial and organizational skills with meaningful community impact while working for one of the region's leading philanthropic organizations.

Position Summary

The Director of Finance & Administration serves as a key member of the Foundation team and is responsible for ensuring sound financial management, operational excellence, and administrative support across the organization.

Working closely with the Executive Director, Board Treasurer, Finance Committee, auditors, investment advisors, donors, nonprofit partners, and other community stakeholders, the Director helps ensure the Foundation's resources are managed effectively to maximize community impact.

Key Responsibilities

- Financial management, accounting, and reporting
- Fund and grant administration
- Budget development and monitoring
- Payroll and benefits administration
- Coordination of audits and financial compliance
- Administrative and operational support
- Board and committee support as needed



Qualifications

Required

- Bachelor's degree in Accounting, Finance, Business Administration, or a related field
- Three or more years of accounting, finance, bookkeeping, or financial management experience
- Strong proficiency with accounting software and Microsoft Excel
- Excellent organizational, analytical, and communication skills
- Ability to manage multiple priorities while maintaining a high level of accuracy and confidentiality

Preferred

- Experience in nonprofit accounting or fund accounting
- Knowledge of grants administration and donor-advised funds
- Experience with payroll and benefits administration
- Familiarity with nonprofit financial reporting and compliance requirements

Compensation & Benefits

The anticipated salary range for this position is \$65,000 – \$80,000, with compensation commensurate with the candidate's experience, skills, and qualifications.

- Health insurance support through an Individual Coverage Health Reimbursement Arrangement (ICHRA)
- Paid time off and paid holidays
- Professional development and continuing education opportunities
- Flexible and supportive work environment
- Opportunities to engage with community leaders, donors, and nonprofit partners throughout the region

The Foundation is committed to attracting and retaining exceptional talent. While the position is designed as a full-time role, alternative scheduling arrangements including flexible work schedules, may be considered for highly qualified candidates.

Most importantly, you will join a small, collaborative team committed to advancing a healthy, inclusive, and thriving Athens County through philanthropy, leadership, and service.

How to Apply

Please submit a resume and cover letter to hr@athensfoundation.org.

The Athens County Foundation is an Equal Opportunity Employer and encourages candidates from diverse backgrounds and experiences to apply.