



THE
KLARMAN
FAMILY
FOUNDATION

Finance Manager

Boston, Massachusetts

POSITION SUMMARY

The Klarman Family Foundation is thrilled to announce they are now seeking applications and nominations for their new **Finance Manager**. This position is a cross-functional role managing the Foundation's finance and accounting functions, supporting human resources compliance, and contributing to the continued refinement of systems and processes of the operations team. The ideal candidate will have demonstrated experience with annual budget preparation, financial modeling, general ledger oversight, internal controls, tax preparation, and process improvement. With the Foundation moving \$117MM out the door last year, this is an exciting and unique opportunity to use honed skills to make a difference in the charitable sector.

The Finance Manager will report to the Director of Finance and Administration.

ABOUT THE KLARMAN FAMILY FOUNDATION

At **The Klarman Family Foundation**, we seek to identify areas of unmet need and to advance solutions to addressing them. We believe passionately in the promise and importance of creative thinking, strategic leadership and strong organizations to help bring about change. Our intention is to help people thrive in vibrant and healthy communities.

The Foundation is guided by the following principles and values:

- We approach our work both with a seriousness of purpose and evaluative rigor, and also with an openness to tackle issues in new ways and the flexibility to make adjustments along the way.
- Because society's problems seem to be compounding rapidly, we approach our work with a sense of urgency and willingness to invest based on the opportunities to make a difference rather than the limits of an annual grant-making budget.
- We believe that the preservation of democratic norms lies at the core of all of our work.
- We value acting in partnership with other funders. We view these relationships as opportunities to learn and leverage greater impact. We apply what we learn to improve our philanthropic practices and outcomes.

The Foundation's grant making spans several areas of interest. The issues we are addressing are

complicated, requiring new and creative thinking and persistence over time. As we are committed to learning and assessing our impact, these categories and our specific strategies within them will evolve. Our dedication to applying best practices in philanthropy will remain unchanged.

OPPORTUNITIES AND CHALLENGES FOR THE FINANCE MANAGER

The essential responsibilities of this position include, but are not limited to:

Manage finance, accounting, compliance, and internal control functions of the Foundation, including:

- Manage annual operating budget; partner with managers on budget to actual performance
- Prepare and present financial reports for leadership, including financial modeling and forecasting
- Oversee P&L activity
- Direct cash flow management; communicate proactively with internal and external teams
- Coordinate annual tax preparation process in partnership with tax preparer
- Support and act as a thought partner to the Director of Finance and Administration, providing input on strategy, team priorities, agendas, and cross-organizational collaboration
- Oversee day-to-day responsibilities of the Foundation's outsourced accounting firm
- Maintain excellent internal controls; regularly assess for continuous improvement and adherence
- Reconcile and review monthly financial reporting
- Point of contact for financial inquiries, both internal and external
- Manage ongoing upkeep and regularly review and improve documented policies and procedures
- Oversee inventory management process for tracking supplies and other assets
- Maintain the Foundation's financial contracts, including document management and tracking for renewal

Work closely with the Foundation's outsourced Human Resources Consultant to ensure compliance of payroll and benefits, including:

- Oversee the Foundation's biweekly payroll administration
- Project-manage onboarding and offboarding processes, with support from the Foundation's outside HR Consultant
- Support employee leave administration with the Foundation's outside HR Consultant
- Manage trainings related to benefits and human resources compliance
- Complete and submit annual benefits filings (e.g., Form 5500) and surveys related to compensation and benefits
- Other duties as assigned

DESIRED QUALIFICATIONS

The Klarman Family Foundation recognizes that a person's skills and competencies can be gleaned in many ways, including life experience. If you do not meet all the qualifications listed, you are still encouraged to apply for this position.

Ideal candidates will have strong analytical and problem-solving skills, outstanding attention to detail, a bachelor's degree, and at least five to seven years of relevant professional experience. This position will intersect with all staff across the organization, as well as external partners. They will be a collaborative self-starter and an excellent, proactive communicator.

Core competencies include:

- Bachelor's degree in finance, accounting, or a related field
- 5-7+ years of experience in finance or accounting; public accounting and nonprofit experience a plus
- Highly refined financial analysis and spreadsheet skills
- Excellent and clear written and oral communication skills; ability to communicate effectively with internal and external stakeholders
- Strong project management skills; deadline-oriented
- Proficiency in Microsoft Office Suite (e.g., Outlook, Word, Excel, PowerPoint) products is required; advanced Excel skills (e.g. Pivot tables, VLOOKUP) are essential
- Proven track record of discretion and ability to securely handle confidential information
- Ability to work independently, take initiative, and promptly seek support from team members when needed
- Enthusiastic and flexible team player with an upbeat demeanor, humility, and exceptional client service orientation; ready to roll up sleeves to collaborate across the Foundation's small team
- Demonstrated commitment to compliance and risk mitigation; ability to proactively identify potential risks, implement effective controls, and ensure organizational adherence
- Ability to identify areas for improvement and recommend enhancements as needed
- Organized, reliable, detail-oriented, and ability to manage and prioritize multiple tasks
- Experience managing accounting or HR vendors a plus
- Knowledge of benefits administration and related procedures a plus
- Experience with Bill.com and Sage Intacct a plus

WORK LOCATION, COMPENSATION & BENEFITS

Work Location: This position is based in The Klarman Family Foundation's Boston office, which currently operates on a hybrid schedule. The expectation is that the Finance Manager will be in-office at least three (3) days per week, including Wednesdays, when the whole team is in the office. Infrequent travel to conferences may be expected.

Salary and Benefits: The salary range for this exempt position is expected to be in the **\$125,000 - \$145,000** range, depending on prior experience and skills. Comprehensive benefits for this position include generous paid time off, health, dental, and vision insurance with a flexible spending account and dependent care benefits, a transit account, and a 403(b)-retirement plan. The Foundation is committed to professional growth and development for all employees, and to the continued learning and practice required as an organization to build and foster a workplace where all feel as though they belong.

TO APPLY

More information about The Klarman Family Foundation may be found at: www.klarmanfoundation.org/.

Candidates may submit their cover letter, outlining their interest and qualifications, along with their resume [here](#).

The Klarman Family Foundation does not discriminate against applicants based on age, culture, race, color, religion, national or regional origin, disability status, sexual orientation, gender identity, veteran status, or other status protected by law.