



Director of Finance and Operations

Status: Full-time, Exempt

Location: Syracuse, NY

Reports to: Executive Director

Salary Range: \$70,000 - \$85,000

The Opportunity

The Director of Finance and Operations plays a vital role in ensuring the William G. Pomeroy Foundation's financial health, operational efficiency, and strategic growth. Reporting to the Executive Director, this hands-on leadership role is responsible for finance, audit and compliance, people resources, office management, and technology. The ideal candidate will be both a strategic thinker and an operational expert, capable of managing daily functions while contributing to long-term planning and organizational success.

What You'll Do

Finance & Accounting

- Responsible for financial operations, including budgeting, forecasting and reporting, and ensuring alignment with organizational goals.
- Prepare and analyze monthly, quarterly, and annual financial reports for leadership and the board.
- Manage grants and funding allocations, ensuring compliance with financial agreements and reporting requirements.
- Supervise accounts payable/receivable and collaborate with external accountants on audits and tax filings.
- Ensure cash flow remains steady and aligns with operational needs.

Audit & Compliance

- Maintain financial systems and controls to ensure compliance with GAAP, private foundation regulations, and industry standards.

- Lead the quarterly audit process in collaboration with colleagues and an external accounting partner.
- Ensure timely and accurate completion of financial filings, including 990s, CHAR500s, annual worker's compensation audits, and other regulatory requirements.
- Responsible for ensuring proper insurance coverage.
- Conduct initial reviews of contracts, leases, and legal agreements to protect the organization's interests.

Human Resources

- Serve as a strategic HR leader, managing policies, weekly payroll, benefits, and performance evaluations in collaboration with external HR partners.
- Responsible for recruitment processes, onboarding, and employee development initiatives.
- Promote an inclusive and engaging workplace culture aligned with the Foundation's mission and values.
- Ensure compliance with employment laws and labor regulations.

Operations & Office Management

- Direct the implementation of systems and policies that enhance operational efficiency.
- Assess and manage IT infrastructure, cybersecurity, and technology needs, working with internal and external partners.
- Support the Executive Director, board, and committees with governance strategies and meeting coordination.
- Manage office facilities, supplies, and administrative processes.

What We're Looking For

Qualifications & Required Experience:

- 7-10 years of experience in finance, operations, or a related leadership role.

- Strong financial acumen with knowledge of QuickBooks, Bill.com, and nonprofit accounting principles.
- Experience managing audits, budgeting, forecasting, and compliance.
- Familiarity with human resources functions, including benefits and labor law compliance.

Skills and Abilities:

- Tech-savvy, with proficiency in Microsoft 365 and the ability to manage IT operations.
- High ethical standards, sound judgment, integrity, and a commitment to confidentiality.
- Exceptional organizational, problem-solving, analytical, and communication skills.
- Strong attention to detail.

Preferred:

- Bachelor's degree in business, accounting, nonprofit management, or a related field (or equivalent experience).
- Professional certifications (CPA, SHRM-CP/SCP, PMP) are a plus.
- Private Foundation experience.

What We Offer

This full-time, in-person, exempt position, based at our Syracuse, NY headquarters, offers a competitive salary range of \$70,000 - \$85,000, based on experience. The William G. Pomeroy Foundation provides a comprehensive benefits package, including:

- Medical, dental, and vision insurance
 - Generous retirement contributions
 - Paid time off, including vacation, sick leave, and holidays
 - Professional development opportunities
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How to Apply

Interested candidates should submit a **PDF application** including a cover letter and resume to **jobs@wgpfoundation.org** with the subject line: **“Your Name – Finance & Operations”**.

Applications will be reviewed on a rolling basis starting **April 14, 2025**, and the position will remain open until it is filled.

The William G. Pomeroy Foundation is an equal opportunity employer.

About Us

The William G. Pomeroy Foundation® is a private grant-making organization based in Syracuse, NY. We are dedicated to improving outcomes for blood cancer patients through donor matches and other life-saving treatments and work to celebrate and preserve community history with premium cast aluminum historical markers. Starting with just 32 markers in Onondaga County, NY, we’ve now funded over 2,600 markers across 49 states since 2006. Our programs span diverse themes, from food history to folklore and transportation, with new initiatives in development. To learn more about our work and mission, visit us at wgpfoundation.org.