Michigan State Bar Foundation Seeks a Chief Financial Officer

The Michigan State Bar Foundation was established in 1947 to provide leadership and grants to improve access for all to the justice system, including support for civil legal aid to the poor, law-related education and conflict education. The Foundation is a 501(c)(3) non-profit membership organization. The Foundation administer approximately $16 million dollars in grants per year.

The Michigan State Bar Foundation receives revenue through the Interest of Lawyers Trust Accounts (IOLTA) program that was adopted by the Supreme Court in 1990. In addition, the Michigan State Bar Foundation administers federal and state funding. The Foundation also administers and manages a fundraising campaign to seek private donations from the legal community in Michigan and a manages a fellow’s program. The Foundation also serves as a fiscal agent on some a couple commissions created by the Michigan Supreme Court.

The Foundation is seeking a Chief Financial Officer to oversee the Foundation’s fiscal operations. The CFO will lead the following areas: finance, budgeting, oversight of investments, oversight of corporate compliance and oversight of grantee fiscal compliance. The CFO will play a critical role in partnering with the ED in strategic decision making and operations. This is an exciting opportunity to join a dynamic team.

Qualifications and Responsibilities

Education, Experience and Skills

- A Bachelor’s degree in a related financial field is required.
- Must have five or more years of accounting and financial experience.
- Excellent organizational skills with attention to detail.
- Efficient in handling multiple projects simultaneously.
- Excellent communication skills and ability to work with a broad group of stakeholders.
- Strong ability to problem solve and work in a timely and independent manner.
- Must have a broad range of computer application skills.

Major Duties and Responsibilities

- Oversees and manages systems for financial records, reporting, investments, accounts payable and accounts receivable;
- Primary support for the Board Finance and Audit Committee;
- Coordinates all activities associated with the preparation and management of the annual budget;
- Oversees and manages system for Foundation contributions and assures relevant receipts/donor records, reporting and distribution of funds;
- Assists with investment guideline development and manages process for periodic review of investment performance;
- Maintains cash flow analysis;
- Prepares monthly financial summaries and financial statements and prepares financial and investment reports for quarterly Board meetings;
- Prepares for annual audit and works with auditor to complete audit and prepare any required annual tax returns or other forms;
Assists in policy development regarding data, personnel, finances, investments and grants;

Assures that grant payments are timely made, properly applied and that grant accounting is accurate and up to date;

Reviews and analyzes grant budgets, fiscal reporting documents and service statistics;

Manages systems to assure proper documentation and procedures for personnel requirements for salary, benefits, taxes, etc.

Assures quarterly and annual reports of fundraising activities are correct and consistent with accounting records; and

Completes annual administration tasks such as renewing the lease, maintaining software licensing and management of web site domain names.

Additional Information

Compensation and Benefits: Salary depends on experience and set based on market study. Excellent fringe benefits.

MSBF is an equal opportunity employer. We encourage minorities, LGBTQ individuals, women and persons with disabilities to apply.

Applications: Review of applications will begin immediately and continue until the position is filled. Email cover letter and resume to msbf@msbf.org.

Please direct inquiries to:

The Foundation has engaged Quattro Business Support Services to assist in the hiring of this position. Please direct inquiries to: https://tinyurl.com/tc9nb53j

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