Karla Jones-Weber, CPA

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| Dedicated CPA with years of experience developing and implementing financial systems, strategies, processes and controls that significantly improve administration of an organization. Expert in establishing accounting functions, systems and best practices; improving organizational administration and efficiencies; and building lasting business relationships to ensure fiscal performance. |

Experience

Community Foundation of Greater Des Moines — des moines, ia

Chief Financial Officer & **Vice President of Finance & Administration** 1**/2013 to Current**

**Chief Financial Officer &** Director of Administration **7/2009 to 12/2012**

Responsible for the management and oversight of the Community Foundation’s financial and administrative functions and systems, including financial accounting, budgeting, reporting, and long-range planning; internal controls, systems, and operations; investment oversight and reporting; vendor and service provider relationship management; human resource management; facility and technology management; and supervision of the finance department staff to achieve the strategic goals of the Community Foundation.

* Coordinated and completed the software system conversion for the Community Foundation’s entire operations, fund management, CRM, grantmaking, financial and investment reporting.
* Worked closely with key board and committee members to develop the Community Foundation’s Enterprise Risk Management framework.
* Supervise 5 staff members and oversee financial analysis, financial audits, G/L, A/R, A/P and fixed-asset accounting in accordance with GAAP standards.
* Built a finely tuned accounting/finance department, fostering a collaborative environment that improved productivity, individual accountability and team morale.
* Develop and manage external financial relationships (e.g., banks, insurers, auditors) and constantly look for ways to strengthen overall financial performance.
* Prepare annual operating budget and monitor department adherence to budget.
* Manage fund administration for over 1,200 charitable component funds of the Community Foundation; ensure compliance with donor intent, fund agreements and IRS regulations.
* Oversee management of investment portfolios of $200 million.
* Work closely with board of directors and president in addition to executive committee, audit committee, finance committee and investment committee. Provide oversight and advisory input to other Community Foundation staff.

Director of Finance & Administration **7/2004 to 6/2009**

Managed the day-to-day financial operations and was responsible for designing, maintaining, monitoring and reporting financial, accounting and investment information in adherence to Community Foundation policies and procedures.

* Individually handled system conversion and implementation of new software system (FIMS – Foundation Information Management System) for organization-wide use.
* Established the Nonprofit Accounting Services program which allowed the Community Foundation to provide accounting services to other nonprofit organizations within the community. Created policies, procedures, bidding processes and agreements for the program.
* Worked closely with external CPAs and completed all necessary work for annual audits, Form 990 preparation, and internal audit functions.
* Prepared all monthly financials reports and dashboard reports; ensured general ledger accounts’ accuracy and reconciliation; monitored cash flow and managed investment activity to maximize investment results.

THE ACCOUNTING SOURCE — WEST DES MOINES, IA

Owner/Operator 1/1999 to Present

Accounting services for small to medium size businesses. Consult and assist in the transition of services, manage and coordinate accounting projects, design and implement accounting policies and procedures, set up accounting software and provide training. Began work with the Community Foundation of Greater Des Moines in 2001 as the organization became a client.

Education

Certified Public Accountant, State of Iowa  **1/2009**

DRAKE UNIVERSITY — DESMOINES, IA

**Bachelor of Science in Accounting**  **5/1995**

System Skills

* Proficient in Foundation Information Management System, Excel, Peachtree, QuickBooks and MS Office.
* Comfortable with basic overall information technology administration.

Affiliations

* American Institute of Certified Public Accountants
* Iowa Society of Certified Public Accountants
* Financial Executives International