

## Position Description

**Position Title:** Director of Finance

**Reports To:** Executive Director

**Type of Employment:** Full-time (Exempt)

### Position Summary

Tohono Chul seeks an independent, yet team-oriented and energetic Director of Finance who will thrive in a fast-paced environment and who is well-suited to working collaboratively with the Board of Directors, staff, docents and volunteers. The Director of Finance is responsible for providing monthly financial statements and an annual budget to the Board of Directors and Management Team.

Ideal candidate will demonstrate strategic, big-picture thinking backed by an added focus on the tactical aspects of the work that seeks and accepts decision authority and responsibility while effectively weighing risks against the benefits. Ideal candidate must work at a faster-than-average pace with the ability to learn quickly and delegate appropriately. The candidate will be an incisive communicator while being direct and self-assured in dealing with others. Candidate must also recognize and adjust quickly to change.

Success in this position requires managing multiple priorities while working with others to help accomplish the overall goals of the organization. The need to remain calm and make decisions in collaboration with other departments is critical. Leadership skills are also important in this position, as is the needs to be a team player. Balancing financial obligations and budget considerations while maintaining relationships with co-workers, the Management Team, customers, and visitors is essential.

As part of the Management Team, the Director of Finance works with all department heads in planning and executing Tohono Chul's strategic objectives, events and programs.

### Essential Duties and Responsibilities

- Provide direct supervision of Accounting Assistant.
- Prepare bi-weekly payroll for 32 employees including payroll taxes, quarterly reports, W-2's and monthly paid time off accruals.
- Assist with hiring, performance evaluations, and separation processes in partnership with Management Team.
- Keep up to date on changing state, local and national requirements as it relates to payroll.
- Prepare monthly financial statements for review by Executive Director.
- Present financial statements and reports to the Board of Directors, Finance and Philanthropy Committee and Management Team.
- Reconcile all balance sheet accounts, including journal entries.
- Reconcile all bank and investment accounts.
- Track and monitor temporarily restricted fund activity, including new grants and contributions.
- Prepare final reports on all special events and trunk sales to Management Team.
- Reconcile accounting software with member/donor database monthly to ensure accuracy.
- Prepare and manage all aspects of annual audit and 990 tax form preparation.
- Prepare \$2 million annual budget working with and presenting to Management Team and Board of Directors.
- Provide oversight on employee benefits program along with annually evaluating the Gardens health and dental insurance as well as property and liability insurance.
- Oversee maintenance and management of outside IT support and all equipment needs.

- Assist with various events and membership support.
- Other duties as assigned.

The above description reflects the general details considered necessary to describe the principle function of this job identified and shall not be construed as a detailed description of all the work requirements that may be inherent in the job.

### **Education and Experience**

- Bachelor's Degree in accounting or finance.
- 5 – 10 years accounting experience, non-profit accounting preferred, as well as experience with investments and asset management.
- 5 years payroll experience.
- Minimum 5 years management experience.
- Excellent understanding of non-profit accounting standards and industry-specific issues, such as capital campaigns, restricted and endowment donations.
- Strong proficiency and knowledge of Microsoft Office products.
- Experience with Raiser's Edge Software preferred.

### **Knowledge, Skills and Abilities**

- Must be detail and goal orientated and possess a high degree of self-motivation.
- Excellent written and verbal communications skills.
- Display and practice a high level of confidentiality.
- Ability to make sound, thoughtful decisions based on knowledge and input from others.
- Possess strong planning and excellent organization skills.
- Flexible work style adapting to changing demands and priorities.
- Ability to work nights and weekends as required.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee regularly spends long hours sitting and using office equipment and computers. The employee frequently is required to walk; climb or balance; stoop, kneel, or crouch; and talk and hear. During special events the employee may be required to spend hours on their feet. The ability to use fingers of one or both hands to grasp, manipulate, control or feel objects. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds, anything greater should be done with assistance.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employees work might require them to be outdoors in both hot and cold weather. The noise level in the work environment is usually moderate.

### **To Apply**

Submit resume and cover letter via email to:

Penny Poynter, Director of Finance and HR at [ppoynter@tohonochul.org](mailto:ppoynter@tohonochul.org)