

Position Description

Position Title: Director of Finance

Reports To: Executive Director

Type of Employment: Full-time

Status: Salaried (Exempt, not eligible for overtime)

Position Summary

Tohono Chul is a 49-acre public garden in Tucson, Arizona whose mission is to enrich people's lives by connecting them with the wonders of nature, art, and culture in the Sonoran Desert region and to inspire wise stewardship of the natural world. Founded in 1985, Tohono Chul has been a celebrated destination for locals to global visitors and deemed "One of the World's Ten Best Botanical Gardens" by Travel + Leisure Magazine.

Tohono Chul seeks a pro-active, team-oriented and energetic Director of Finance who will thrive in a fast-paced environment. The Director of Finance reports to the Executive Director and serves as the lead financial advisor to the Executive Director and the Board of Directors. Key to this role is bringing an entrepreneurial and strategic mindset as Tohono Chul embarks upon a visionary master plan that will enhance its guest experience with new gardens and programs and evolves our team's abilities to meet growing visitation.

This role will oversee all financial activities and business operations, and provide the leadership, management, and vision necessary to ensure proper financial controls, administrative and reporting procedures, and strategic financial planning. The successful candidate will empower the senior management team in their roles supporting finance department. Candidate must comply with all current standards and accounting principles (GAAP) as well as maintain knowledge of Form 990 regulation to ensure Tohono Chul's financial strength.

Essential Duties and Responsibilities

- **Leadership:** Strengthens and grows the sustainable operation of the organization, supporting department heads' understanding of the financial and operational impact of programming decisions.
- **Finance and Accounting Operations:** Directs accounting policies, processes and internal controls and ensures they are performed effectively. Manages and ensures quality control for accounting functions including general ledger, pledges receivable, accounts payable, inventory control, fixed assets, and cash management. Provides guidance and hands-on direction for the preparation of journal entries, reconciliations, and month-end closing.
- **Audit:** Ensures the timely completion of the annual financial audit and oversees the annual audit process, liaising with external auditors. Coordinates the preparation of supporting documentation
- **Budgeting:** Oversees and leads the annual budgeting and planning process in conjunction with the ED and senior leadership team. Administers and reviews all financial plans and department budgets. Monitors progress and changes and keeps senior leadership abreast of the organization's financial status. Develops annual operation and capital budgets – for both restricted and unrestricted projects.
- **Financial Reporting & Analysis:** Effectively communicates and advises on financial matters to the Executive Director and Board of Directors. Oversees the production of timely, accurate and complete monthly financial statements, maintaining a current cash flow forecast. Provides

financial analysis to the senior leadership team and the Board on business and operational matters, including analysis for capital projects, strategic planning, grant reporting, and other projects as required.

- Risk Management: Manages insurance coverage- including renewals, changes, and claims— other risk management needs.
- Compliance: Ensures compliance with all reporting requirements for donor grant, local, state, and federal agencies.
- Committee Liaison: Prepares for and attends the finance committee of the Board. Attends and prepares information for other committees of the Board as needed.
- Staff supervision: oversees the work of the Payroll and Accounting Manager

The above description reflects the general details considered necessary to describe the principal 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.

Qualifications

Required:

- Bachelor's Degree in accounting or finance or related field
- Minimum seven to ten years accounting, investments and asset management experience
- Minimum five years management experience.
- Detail and goal orientated and possess a high degree of self-motivation.
- Ability to translate financial concepts to- and to effectively collaborate with—programmatic and fundraising colleagues who do not necessarily have finance backgrounds
- Expertise in accounting and reporting software
- A successful track record in setting priorities; keen analytic, organization and problem-solving skills which support and enable sound decision making
- 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.
- High quality control standards
- Excitement to be a part of a mission-based organization and have a supporting role in public events that may occur on nights or weekends.
- Excellent written and oral presentation skills

Preferred:

- MBA
- Experience with Raiser's Edge and Sage Intacct Software
- Possess a strong business background with nonprofit experience and have up-to-date knowledge of current financial and accounting regulations
- Work experience with entities that have experienced rapid growth and change
- Knowledge of the art, natural, and cultural history of the Sonoran Desert region

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, employees may be required to be outdoors in both hot and cold weather. The noise level in the work environment is usually moderate.

Supervision: This position will supervise the Accounting and Payroll Manager

To Apply

Submit a resume, a letter of interest, and 3 references to humanresources@tohonochul.org

Tohono Chul strongly encourages people of color, LGBTQ individuals, people with disabilities, and members of underrepresented communities to apply. Applications will be considered until the position is filled.