



Director of Finance and Accounting

Department: Finance and Accounting

Supervisor: CFO & VP of Operations

Supervises: Business Manager, Accounting Staff, Intern(s)

FLSA Salary Classification: Full-Time, Exempt

Availability: Ability to work a flexible schedule, occasional extended work hours, including evenings, weekends and holidays.

General Summary: The Director of Finance is responsible for the ongoing development and execution of the finance, accounting, and compliance functions supporting the Huntsville Botanical Garden's mission and strategic plan. Directly responsible for evaluating and implementing improvement strategies for finance and accounting policies, systems, processes, internal controls and staff development, The Director of Finance will be a strategic thought-partner, whom will work closely with the CFO and other members of the Leadership and Management teams, to support the fiduciary and organizational compliance responsibilities of the organization. The successful candidate will be a hands-on and participative leader who will manage and develop an internal team to support accounting, financial reporting, business planning and budgeting, tax compliance, insurance and audit functions of the organization.

Essential Duties:

- Cultivate and execute financial management strategies and tools, leading the process for budget development and implementation by working with the Garden management team to improve skillsets related to revenue generation, cost management and understanding best practices to maximize ROI of financial and labor resources.
- Develop and maintain tracking and reporting tools to manage operating, restricted, and capital project funding. Ensure data is efficiently compiled with financial and management reporting being completed on a timely and effective basis.
- Ensure that financial management systems and policies which are supported by internal financial standards and controls that conform to current GAAP requirements. Update, document and implement all necessary business policies and accounting practices to improve the finance department's efficiency and financial controls.
- Evaluate, develop, and manage accounting systems and functions including payroll, receipts, payment issuance, credit card and bank statement reconciliations, cash management, and support of financial statement and other audits. Develop and maintain tracking tools to manage grant, restricted and capital funding.
- Ensure timely and accurate reporting and remittance of various taxes, licenses, OSHA/safety document, and support of compliance audits. Work closely with the Director of Human Resources to support compliance policies, processes, and inspection.
- Directly perform and/or supervise the preparation of financial reports, developing enhanced trend and analysis tools to support the Board of Directors and Garden staff in



both strategic and tactical operations planning. Communicate and present ongoing and critical financial matters to the Finance Committee and the Board of Directors as directed by the CFO.

- Manage the monthly, quarterly, and annual financial close processes. Oversee support of the financial audit process and the preparation of all federal and state tax filings, working in partnership with the designated third-party CPA firm.
- Develop and implement reporting processes that integrate cash flow management, short and long-term forecasts, and benchmarking against other relevant organizations into project, budget, and operations financial management toolkits.
- Identify, develop and implement strategies to insure greater efficiency and effectiveness in the finance and accounting services provided to the Board of Directors, leadership and management, service partners, and other resources through the documentation of policies and procedures, internal controls, and communication tools to support an organization-wide continuous improvement approach to Garden operations.
- Maintain effective relationships with financial service partners to optimize service and minimize costs. Oversee or directly perform management of operating and restricted bank accounts and credit card services. Maintain ongoing communication with Public Funding points of contact to prepare appropriation requests and required reporting.
- Assess, monitor and develop risk management policies, processes and controls. Evaluate and maintain adequate insurance coverage to meet the changing needs of the organization.
- Select, develop and supervise finance and accounting staff through clear communication of roles and responsibilities, performance expectations and timelines.

Supervisory Duties and Responsibilities: Work closely and transparently with all external partners including third-party vendors and consultants. Effectively build and coach a professional staff team to success; foster a culture of learning and positive professional development.

Management Duties and Responsibilities: Perform in a leadership capacity in collaborating with Leadership and Management Team members on financial planning, budget development and administration, financial controls, and participation in organization initiatives supporting the sustainability and mission of the Garden. Active participant in management team meetings, supporting initiatives and the development of professional staff skillsets. Regularly provides effective communication through defined channels.

Qualifications: Bachelor's degree in finance, accounting, business management, or related field required. Prior C.P.A. accreditation or advanced degree highly desired. Minimum of 5 - 10 years of overall professional management experience; 5-plus years of direct finance and accounting managerial experience; long-term experience utilizing financial and constituent database programs with an emphasis on development of reporting and analysis tools. Prior experience with non-profit management in a professional role beneficial. Ability to translate financial concepts and effectively collaborate with programmatic and fundraising colleagues who do not



necessarily have finance backgrounds. Prior experience supervising, coaching and mentoring a team in a fast-paced and dynamic environment. Technology savvy with experience selecting and overseeing software installations; demonstrated knowledge of accounting and reporting software. Prior responsibility for the quality and content of all financial data, reporting and audit coordination.

Success Factors: Natural alignment to the organization's core values of embrace curiosity, collaborate with compassion, exemplify expertise, look forward and take time to celebrate; Highly analytical, organized and adept at problem solving, which support and enable sound decision making; Ability to analyze and plan at both strategic and tactical levels; Thrives on converting data to actionable information; Proficient at design and execution of financial management processes with an emphasis on operating budget development, cost management, and analytical reporting; Superior verbal, written, and presentation communication in combination with relationship building skills; Proficient in the utilization of MS Office products (Outlook, Excel, Word, and PowerPoint) and QuickBooks; Demonstrated ability to prioritize, negotiate and work with a variety of internal and external stakeholders in a dynamic environment; A self-motivated team player who is capable of providing leadership and direction through initiative and by example; Demonstrated ability to set and achieve goals for themselves and their team; Possesses a natural affinity for plants, nature and the mission of the Huntsville Botanical Garden.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: The physical demands and work environment characteristics 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 these essential functions.

- Physical Demands: Requires some physical activity: limited lifting and carrying (up to 25 lbs.), frequent bending, reaching, sitting, standing and walking. Some local and national travel, occasional travel around the Garden campus.
- Work Environment: Fast-paced office environment. Work is performed primarily in a well-lit, climate-controlled office with frequent interruptions in the work schedule. Occasionally required to work in outdoor environments that are subject to external weather conditions and varying temperatures. While performing the duties of this job, occasionally, the employee is exposed to fumes, dust, airborne germs and cleaning chemicals.
- Equipment: General office equipment.

Job descriptions are guidelines that attempt to characterize major duties and responsibilities of employees, and are subject to change as needs and programs change. At Huntsville Botanical Garden they are considered neither inclusive nor exclusive. It is expected that up to 20% of your duties may change annually