



Director of Accounting & Business Operations

Department: Accounting & Business Operations

Supervisor: CFO & VP Of Operations

Supervises: Business Manager, Senior Accountant

FLSA Salary Classification: Full-time, Exempt

Availability: Primary schedule of standard business hours with occasional evening and weekend availability required to support the department and organizational needs.

GENERAL SUMMARY:

The Director of Accounting & Business Operations is responsible for the ongoing development and execution of the accounting, compliance and general business operations functions supporting the Huntsville Botanical Garden's mission and strategic plan. Working closely with the CFO & VP of Operations, the Director will be a hands-on and participative leader responsible for both performing and directing department resources to provide support for the timely and accurate recording of all financial transactions, reconciliations, financial report production and trend analysis, business planning and budgeting, internal controls, tax and regulatory compliance, insurance management, and audit support functions. As a key member of the operations management team, the Director of Accounting & Business Operations will be a strategic thought-partner, working closely with members of the executive leadership and management teams to support the fiduciary and organizational compliance responsibilities of the organization.

ESSENTIAL DUTIES: include the following. Other duties may be assigned.

- Evaluate, develop and implement ongoing improvements to financial and accounting policies, systems, processes, internal controls and departmental staff development.
- Perform a lead role in the process for operating budget development, implementation, and tracking by working with the organization's executive and management teams to gather and disseminate the information to support sound financial management.
- Ensure that financial management systems and policies are supported by internal financial standards and controls that conform with current GAAP requirements. Update, document and implement all necessary business policies and accounting practices to improve the organization's financial controls.
- Evaluate, develop, and manage accounting systems and functions including receipts, payment issuance, credit card and bank statement reconciliations, cash management, and support of financial statement and other audits.
- Ensure timely and accurate payroll processing in coordination with the Human Resources department. Work collaboratively to evaluate systems and processes for payroll support.
- 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 organization's strategic and tactical operations planning.
- Manage the monthly, quarterly, and annual financial close processes.
- Ensure timely and accurate financial reporting, including trend analysis, project reports and other information for presentation to the Board of Director's Finance Committee.
- Schedule and coordinate the financial audit process and the preparation of all federal and state tax filings, working in partnership with the designated third-party CPA firm.
- Work with the CFO to 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.
- Evaluate, develop and implement documentation of financial 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. Manage 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. Participate in the evaluation and review of 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.

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: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Bachelor's degree in finance, accounting, business management, or related field required. Prior C.P.A. accreditation or advanced degree desired. Minimum of 3-5 years of direct accounting managerial experience; long-term experience utilizing QuickBooks or other financial programs with an emphasis on development of reporting and analysis tools. Ability to translate financial concepts to effectively collaborate with programmatic and fundraising colleagues who do not necessarily have financial backgrounds. Prior experience supervising, coaching and mentoring a



team in a fast-paced and dynamic environment. Technology savvy with high comfort level utilizing the Microsoft Office suite of products, particularly Excel. 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; 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.

- Generally works in a well-lit, climate controlled office with frequent interruptions in the work schedule. As a member of the organization's staff, is occasionally required to work in outdoor environments that are subject to external weather conditions and varying temperatures.
- While performing the duties of this job, the employee is occasionally exposed to fumes, dust, airborne germs and cleaning chemicals. Ability to lift between 15 to 25 lbs., frequent bending, reaching, sitting, standing and walking. The noise level in the office work environment is generally quiet to moderate.

The Huntsville Botanical Garden supports a culture of inclusion that attracts, inspires, and engages people to achieve success. The Garden is committed to hire and develop employees based on job-related qualifications irrespective of race, religion, color, national origin, sex, sexual orientation, gender identity, age, disability, or veteran status. To increase diversity in professions related to the public garden realm, we encourage applications from underrepresented minorities, persons with disabilities, and veterans.

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 the Huntsville Botanical Garden, they are considered neither inclusive nor exclusive. *It is expected that up to 20% of your duties may change annually.*