



Director of Finance and Operations

Reports To: President

Status: Full Time

Classification: Exempt

Approved/Revised Date: August 2020

Summary:

As a member of the senior staff, this role is responsible for development and implementation of the organization's financial structure, financial audits, policies and procedures ensuring that accurate, timely financial reporting meets the needs for the management of the organization and in accordance with generally accepted accounting principles. Plays a vital role in the general financial management as well as the efficient and cost-effective operations of the organization.

Organizational Duties and Responsibilities:

1. Commitment to WBG's mission and its core values. Facilitates and supports the design and implementation of financial policies, procedures, and controls, and operations.
2. Supports and facilitates positive interaction with others by exhibiting: Individual maturity; respect for others; a team-centered approach; maintenance of confidential information; and, an appreciation of a multicultural workplace.
3. Exhibits effective writing, organizational, time management, and interpersonal and oral communication skills.
4. Effectively prioritizes and coordinates job tasks for maximum productivity.
5. Participates in appropriate professional development programs and training to attain and maintain competency.

Essential Duties and Responsibilities:

1. Oversees all financial and some operational processes to insure compliance with stated policies and procedures.
2. Provides financial data and reporting for committees, the President, the Board, and grant writer as needed.
3. Recognizes potential financial risk for the organization and initiates plans of action to avoid and minimize liability.
4. Effectively manages financial resources and expenses to achieve WBG's objectives.
5. Manages and trains accounting staff to achieve sound financial and operational processes, and works with other staff to improve interdepartmental efficiencies.
6. Responsible for oversight of all audits and tax return preparation and fiscal year-end review and activities.
7. Oversees the processes of financial planning and strategy including cash flow analysis, budgeting and forecasting for the organization. This includes working with Construction Manager on capital expense planning and timing.

8. Insures proper oversight and documentation for contracts, insurance policies, permits, donor commitments, and support for all financial transactions. Reviews contracts and invoices for services and repairs.
9. Oversees the management of building rentals, including management of contracts, payments, budget monitoring, communicating with vendors and rental customers. Insures proper procurement of contracts, insurance policies and permits for events; provides appropriate record keeping and reporting.
10. Responsible for HR management including onboarding, benefits management and administration, and state and federal compliance.
11. Responsible for technological support for the organization, to include outsourcing IT needs as appropriate, and oversight of expenses and implementation.

Specific Skills:

Must be self-motivated and detail-oriented. Requires excellent computer, organization, project management and planning skills. Must have both the ability to manage projects on his/her own, as well as the interpersonal skills required to be an effective member of a team. Must have the ability to present a positive image of the organization to the community. Must have an efficient and productive work style to allow maximum and efficient use of limited resources. Requires the ability to work well with other staff, board, committee members, vendors, and volunteers.

Requires employee to be proficient with computers in Microsoft Office & MAC programs, to be competent from a technology perspective with word processing and spreadsheets as well as other computer communication systems competencies such as Zoom, Microsoft Teams, or Skype.

Supervisory Responsibilities:

Responsible for the management of Staff Accountant, any other Finance staff or contractors, and the Facilities Coordinator.

Qualifications:

To perform this job successfully, and 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.

Education and/or Experience:

Minimum of a Bachelor's degree in a related field and at least 3 years of hands-on management experience required, 7 years preferred, preferably with non-profit organizations. Accounting experience is essential. Proficiency in Microsoft Word, Excel, Quickbooks and PowerPoint, Database management expected.

Language Skills:

Ability to read, write, and converse in English. Ability to speak knowledgeably with other bookkeepers, auditors, and vendors. Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, vendors, staff and others.

Mathematical Skills:

Quantitative/mathematical ability (addition, subtraction, multiplication, division). Ability to apply concepts of basic algebra and geometry. Ability to calculate figures and amounts such as discounts, interest, and percentages.

Certificates, Licenses, Registrations:

Must have current driver's license and insurable driving record. CPA preferred.

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 is regularly required to talk or hear. Over the course of an 8 hour day, the employee may be required perform manual labor. Ability to stand, walk, sit, use hands to finger, pull, handle, or feel, reach with hands and arms, climb ladders, kneel. The employee must regularly lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Must be physically able to operate power equipment.

Work Environment:

Must be willing to work a typical 40 hour work week. Must be able to work the required hours to accomplish tasks and meet deadlines. 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.

Salary range is \$75,000 – 85,000. Salary will be based on relevant experience.

Benefits Offered: Health insurance; simple IRA; paid time off for vacation, sick days and holidays; and, flex spending account.

To apply please send resume and cover letter to info@waterfrontgardens.org.

Application deadline: August 17, 2020

Waterfront Botanical Gardens is 501©3 organization building an urban botanical garden on a former landfill in Louisville, Kentucky. The master plan was designed by renowned American architecture firm, Perkins + Will. Phase 1 of the Gardens opened in October 2019 and features the Graeser Family Education Center, an elegantly-designed education center that introduces visitors to the beauty and sustainability of the surrounding gardens and is available for wedding, corporate and other private event rentals.

After donations to the project from public and private donors exceeded \$16M, construction is continuing in 2020 to include the The Robert W. Rounsavall, Jr. Family Foundation Plaza Fountain, the Beargrass Creek Pathway and Ellen T. Leslie Botanical Classroom complex, as well as additional native gardens and pollinator gardens. In addition, fundraising is underway for the Japanese Garden which will be built in the next two years.

The non-profit is run by a staff of 13, and volunteer Board of Directors (24) and 250 volunteers. The entire project is estimated at \$65 mil. Entry to the Gardens is free at this time, and is funded primarily by donations, grants and event rentals.