



WBG Director of Finance

Reports To: Chief Operating Officer

Status: Full Time

Classification: Exempt

Summary:

Responsible for development and implementation of the organization's financial structure, policies and procedures, ensuring accurate, timely financial reporting meets the needs for the management of the organization and in accordance with generally accepted accounting principles. Leads and manages the general finance and accounting management and payroll of the Waterfront Botanical Gardens.

Organizational Duties and Responsibilities:

1. Commitment to WBG's mission and its core values. Works with COO to facilitate and support the design and implementation of policies and procedures.
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.
6. Effectively manages financial and physical resources to WBG's objectives. Stays within budget.
7. Manages the Manager of Accounting and serves as back-up to this role.

Essential Duties and Responsibilities:

1. Responsible for all cash management, investment management and communication to the President, with subsequent reporting to the Board of Directors.
2. Serves as the staff liaison with Board Finance Committee.
3. Oversees all WBG accounting and finance processes and insures that both expenses and revenues are properly documented following Generally Accepted Accounting Procedures.
4. Responsible for accuracy of all account reconciliements including bank and credit card accounts.
5. Responsible for administration of financial application for accounting and reporting.
6. Responsible for ensuring all monetary reports received from the Database Manager are properly tied out to the corresponding monthly and annual financial reports.

7. Responsible for the preparation, analysis and presentation of the monthly and annual financial statements, including cash flow statements.
8. Works with the Construction Manager to manage the construction budget as approved by the Board.
9. Plans, organizes and coordinates the year-end close process with Accounting Manager, to include detailed balance sheet schedules, 1099 distribution and accurate year-end financial statements,
10. Coordinates the annual review or audit of WBG financial statements.
11. Coordinates, reviews and ensures submission of the annual 990.
12. Oversees and coordinates the preparation of the annual budget with staff.
13. Responsible for review of bi-weekly payroll and related tax filings as submitted by third-party vendor.
14. Responsible for review of payments made to employee benefit providers on behalf of employees through payroll deductions.
15. Provides support for committees, the Board, the grant writer and others for data reporting needed for grants, funders, donors or other entities.
16. Recognizes potential organizational risk and problems and initiates action plans to avoid and minimize them.
17. Other duties as assigned.

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. Works with computers and required to be proficient with Microsoft Office programs.

- Proven experience as an accounting professional and manager
- Proficiency in Microsoft Word, Excel, and accounting software, preferably Quickbooks
- Construction accounting experience is preferred
- Non-profit experience is a plus
- High level of payroll and payroll tax processing knowledge
- Attention to detail and problem solving skills
- Excellent written and verbal communication skills
- Strong organizational and planning skills in a fast-paced environment

Supervisory Responsibilities:

Responsible for the management of Staff Accountant or other Finance staff or contractors.

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.

Education and/or Experience:

Minimum of a Bachelor's degree in Accounting or Finance and at least 7 years of accounting management experience, preferably with non-profit organizations.

Language Skills:

Ability to read, write, and converse in English. Ability to speak knowledgeably with staff, CEO, COO, Board, auditors, and vendors. Ability to effectively present information in one-on-one and small group situations to customers, vendors, staff and others.

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 and, on occasion, evenings, holidays, or weekends as requested for special events. 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. Job may require work after hours or weekends periodically.

Salary range is \$75,000 - \$90,000 annually. Salary will be based on relevant experience.

Benefits Offered: Medical, Dental, Vision, Life, STD & LTD insurance; simple IRA with employer match; paid time off for vacation, sick days and holidays; and, flex spending account.

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