

Job Description: Director of Finance

Reports To: President and CEO

Status: Full-Time

Classification: Exempt

Starting Pay Rate: \$85,000-\$100,000

Revised Date: January 2024

About Us

Waterfront Botanical Gardens (WBG) is a vibrant and inclusive nonprofit organization devoted to connecting individuals with the splendor of the botanical world. Located in Louisville, Kentucky, WBG opened in 2019 and has developed approximately four of 23 total acres, which showcase a diverse array of plant collections and offer a peaceful urban oasis for visitors. At WBG, we are dedicated to providing exceptional educational experiences, fostering a deeper appreciation and understanding of plants, and contributing to a greener, more sustainable future for our community.

Role Summary

The Director of Finance plays a pivotal role in managing and overseeing the financial operations of Waterfront Botanical Gardens. Reporting to the President and CEO, this position ensures accurate financial record-keeping, financial reporting, budget management, and compliance. The Director of Finance also supervises the Accounting Manager.

Essential Duties and Responsibilities

- Financial Management and Reporting
 - Oversee and manage the organization's financial systems, ensuring accuracy and compliance with accounting standards.
 - Prepare and present accurate and timely financial reports to the CEO and other stakeholders.
 - Collaborate with the CEO to analyze financial data and provide insights for decision-making.
 - Ensure financial transparency, integrity, and accountability across all financial operations.
- Budgeting and Forecasting
 - Lead the annual budgeting process in collaboration with department heads and the CEO.
 - Monitor actual performance against budget and provide regular updates to the CEO and leadership team.
 - Develop and maintain financial forecasting models to support long-term financial planning.
- Supervision and Team Management
 - Supervise and mentor the Accounting Manager, fostering professional growth and development.

- Ensure efficient and accurate financial operations within the finance team.
- Collaborate with HR for staffing needs, performance evaluations, and training opportunities.
- Event Financial Oversight
 - Oversee financial aspects of events, ensuring accurate budgeting, tracking, and reporting.
 - Collaborate with event planners to ensure financial compliance and proper allocation of funds.
 - Analyze event financial data to optimize future event planning and budgeting.
- Donor Funds Management
 - Collaborate with the Development team to ensure accurate recording and tracking of donor funds.
 - Ensure compliance with donor restrictions and reporting requirements for contributed funds.
- Internal Controls and Compliance
 - Establish and maintain internal controls to safeguard financial assets and ensure compliance with regulations and policies.
 - Coordinate with external auditors for annual financial audits and ensure successful completion.

Qualifications and Experience

- Bachelor's degree in Finance, Accounting, or related field. Master's degree or CPA preferred.
- Minimum of 7 years of progressively responsible experience in financial management, with at least 3 years in a supervisory role.
- Strong understanding of nonprofit accounting principles and practices.
- Excellent analytical, problem-solving, and organizational skills.
- Proficiency with financial software systems, e.g., QuickBooks or Peachtree, including proficiency in Microsoft Word, Excel, and PowerPoint.
- Experience in event financial management and donor funds administration.
- Strong communication and interpersonal skills.
- Possession of a valid driver's license and an insurable driving record.

Supervisory Responsibilities

This position supervises the Accounting Manager within the Finance department.

Physical Demands

- Must have the ability to sit, use hands to handle objects, and talk or hear frequently throughout the workday.

- May occasionally be required to stand, walk, reach, climb, balance, stoop, kneel, crouch, or crawl as necessary for event setup and coordination.
- Should be able to lift and move objects weighing up to 25 pounds to assist with event materials and equipment.
- Must have sufficient vision abilities, including close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus, to perform tasks effectively.

Work Environment

- The position involves extended periods of office work, including sitting, standing, and computer use.
- Occasional travel may be required for meetings, conferences, and events.
- The work environment includes both indoor office spaces and outdoor garden areas, which may be subject to varying weather conditions.
- Lifting and carrying of materials and equipment in excess of 25 lbs for event setup and coordination may be required on occasion.

The job description outlined above provides a general overview of the role's nature and level of work. It is not intended to encompass every responsibility, duty, or required skill associated with the position. This job description does not create a contractual agreement and does not modify the at-will employment relationship between the employee and the employer. The organization reserves the right to revise, modify, or amend any aspect of this job description as necessary and at its discretion.