



## Position Description

**Title:** Director of Finance & Operations  
**Department:** Administration  
**Reports to:** Executive Director  
**Status:** Full Time, Exempt  
**Date:** June 15, 2021

### Position Summary

Are you looking to become a **key member** of a **Leadership Team** that helps people create memories to last a lifetime? By joining our mission-based Garden Team, together we connect people with plants in an environment that engages, inspires and refreshes. The Director of Finance and Operations will develop and lead the departments of: finance, facilities, volunteers and custodial, while ensuring efficient and effective processes and procedures are in place to support the overall success of the Garden. The Director is a member of the Executive Leadership Team, the Finance & Endowment Committees and will attend all Board of Directors meetings, which includes participating in the Strategic Planning process.

### Core Competencies & Essential Functions

#### Finance

1. Budget: with the senior leadership team, ensure the budgets are developed for approval in March by the Finance Committee and Board. Assist the Executive Director in cash flow and long-term forecasting reports, monitoring the progress of the budget along with those responsible.
2. Financial Reports: Prepare and analyze monthly financial statements and perform all related accounting functions including maintenance of general ledger, accounts payable activities, bank and merchant statement reconciliations, etc.
3. As overseer of all financial activities, review and make recommendations on cash flow needs and efficient purchasing and spending practices.
4. Prepare for and take the lead with the external audit to ensure an efficient and accurate report; oversee the Workers Comp audit.
5. Maintain accurate accounting for all restricted donations, including maintaining spreadsheet to accurately account for donation and usage of restricted funds.
6. Track endowment funds and provide monthly accounting for finance & endowment committees.
7. Payroll activities: Oversee the processing of payroll by a 3<sup>rd</sup> party payroll system. Review payroll register for accuracy including accurate postings to general ledger. Monitor the proper crediting and application of PTO. Verify accurate withholdings of employee benefits

8. Responsible for all cash handling and management policies, and ensuring the Accounting and Financial Management Policy and Procedures Manual is kept current and adhered to.
9. Understand company's software programs and how they integrate (PrimePay, Financial Edge & Altru).
10. Annually review the organization's risk management system, including all insurance policies.

### **Human Resources**

1. Oversee employee personnel files, including setup and maintenance.
2. With the Executive Director, oversee the employee benefits program, including: retirement plan, health, life, workers comp and other insurances, ensuring cost effective programs are in place.
3. Hire, and provide training and oversight to direct reports.

Other duties as requested, including assisting at Garden events.

### **Qualifications, Skills & Physical Requirements**

- Bachelor's degree in accounting or finance.
- Seven to ten years of broad financial and operations management experience.
- Experience with financial software; Financial Edge preferred.
- Experience in basic H.R. policies and procedures.
- Keen attention to detail.
- Ability to translate financial concepts to members of the team responsible for budgets.
- Ability to analyze data and trends to help guide the organization's financial success.
- Problem solving, resourcefulness and decision-making skills a must.
- Excellent communication and relationship building skills with an ability to prioritize, negotiate and work with a variety of internal and external stakeholders.
- Personal qualities of integrity, credibility and dedication to the mission of Green Bay Botanical Garden.
- Position requires mostly sitting at a computer and occasionally lifting files and boxes up to 20 pounds.

### **Standard Benefits**

Employees at Green Bay Botanical Garden have access to a competitive benefits package:

- Health insurance coverage
- Life insurance
- Retirement Plan/401(K) (available to enroll after six months or 1,000 hours)

### **Standard Work Perks**

Employees at Green Bay Botanical Garden can enjoy the following perks:

- Free daily admission to the Garden and for up to four guests per visit
- Free passes to ticketed events
- Discounts on ticketed events
- 15% discount at the WPS Trellis Gift Shop
- 50% off room rentals for a private event

## **Apply**

Email [completed application](#), cover letter and resume to [banderson@gbbg.org](mailto:banderson@gbbg.org) by July 15, 2021.

## **Equal Opportunity Employer**

Green Bay Botanical Garden provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Our employees love to perform their work in a team environment that includes our volunteers. We value our connection to the greater northeast Wisconsin Community. We care about and value the diverse talents and ideas each employee brings to Green Bay Botanical Garden.

## **Our Mission**

Green Bay Botanical Garden connects people with plants by providing year-round educational and recreational experiences for everyone in an environment that engages, inspires and refreshes.