

# TOWER HILL

BOTANIC GARDEN

## FINANCE MANAGER

Reporting to the Chief Financial and Operating Officer, the Finance Manager is responsible for the maintenance of accurate organizational financial records (including unrestricted and restricted funds) and for accurate and timely management reports. Working with staff, the Manager ensures the processing of accounts receivable and payable transactions, reconciles monthly financials and ensures that an adequate control structure is in place to govern spending within budgetary guidelines. The Manager will engage in financial analysis in such areas as forecasting, budgeting, cost reduction analysis and reviewing operational performance.

### Key Job Elements

- With staff of 1.5 FTEs. responsible for all organizational accounts receivable and payable transactions and cash receipts
- Management of daily cash from the programs and private events departments, garden shop and in-house café
- Management of cash between various accounts, including endowment
- Ensure compliance with Accounting Department Internal Controls and updates to the same as needed
- Maintain strong and effective relationships with all agency teams to facilitate seamless reconciliations and submission of other information to finance
- Reconcile monthly financials and capture key data to report to the management team and Trustees (through the CFOO)
- With staff, coordinate invoicing, payment tracking, and earned income records to populate management and departmental financial statements
- Prepare organizational budget, develop budget projections and scenarios and continuously assess and monitor annual spending for an operating budget in excess of \$4,000,000
- Provide financial analysis to recommend resources needed to meet strategic goals
- Develop budgets and supporting documentation for grant proposals
- Prepare and coordinate progress and final reports to share results with funders and staff
- Manage systems to track and report metrics to staff

### Administrative Responsibilities

- With the CFOO, oversee internal policies, procedures and processes, and initiate changes as needed to maintain and enhance the organizational efficiency and effectiveness;
- Other duties and tasks as assigned to support mission and goals of the organization.

### Qualifications and Experience

- Bachelor's Degree in Accounting required, or equivalent experience plus 5+ years of progressively responsible experience

- Knowledge of GAAP as it pertains to non-profits
- Experience preparing project budgets, reconciling financial statements, preparing financial projections and creating budget scenarios
- Strong computer skills and ability to adapt to learning new programs and software; should have an outstanding/ advanced experience in computer spreadsheets (Excel) and Sage 100 or other non-profit accounting financial management software; Experience with Raisers Edge preferred
- Familiarity with the proposed Financial Accounting Standards Board changes to classification and reporting of restricted and unrestricted funds
- Self-motivated and self-directed, willing to be flexible, a positive attitude and a willingness to adjust to a rapidly changing landscape and the possibility of unanticipated projects and demands
- Experience and demonstrated excellence in problem solving and/or recommending solutions
- Ability to meet deadlines under pressure with acute attention to detail
- Strong written communication skills
- Experience in a nonprofit setting helpful with a strong preference for someone who has operated in a fast growing environment that has limited budgets and resources
- Experience with organization financial audits a plus
- Supervisory experience required

Please email cover letter and resume to Jane Ellis, CFOO, at [jellis@towerhillbg.org](mailto:jellis@towerhillbg.org). Tower Hill welcomes diversity.