



HOWELL NATURE CENTER

~ Job Description ~

Position Title: **Director of Finance and Human Resources**

Departments: **Administration**

Reports to: **Chief Executive Officer**

Status: **Salary - Full-time Exempt**

General Function: The Director of Finance and Human Resources is a senior level position of the Howell Nature Center (HNC), a non-profit, 501 (c) (3) non-profit organization, and is accountable for all phases of financial management, human resources, and administrative oversight of its operation. The Director of Finance and Human Resources is also responsible for HNC's fiscal, administrative and technology record keeping, maintaining adequate internal controls, financial reporting, payroll, and grant management and compliance. Facilitates budget development and adherence protocol.

General Duties and Responsibilities

Financial Oversight and Management

Oversee the organization's fiscal health and integrity by developing long-and-short range financial plans and annual budgets, disseminate regular financial statements that informatively describe the financial condition of the organization, and ensure sound financial controls.

- Continuously monitor HNC's financial condition and making recommendations of timely adjustments/changes to the finance committee when appropriate.
- Direct all business operations, including billing, reconciliation of accounts receivables/payables as well oversight of all required licensing, safely, local, State and Federal statutes, and rules.
- Works closely with department leaders in forecasting, cost management, spending prioritization, as well as annual budget development, stimulating mission-driven and financial growth.
- Prepare all materials for the annual audit and act as primary liaison with auditing firm.
- Responsible for maintaining adequate levels of cash.
- Serve as the primary liaison with key financial institutions.
- Co-develops with the CEO the implementation of written financial procedures and control systems.
- All month-end, quarterly and annual closing of the books.
- Preparation of the full financial package for each of those periods.
- Financial analysis of the month-end to determine actual vs budget.
- Manage all day-to-day accounting.
- Effective utilization of QuickBooks and Camp Brain software.
- Evaluate and strengthen internal controls.
- Financial presentations directly to the Board of Directors.
- Plans and executes, alongside the leadership of the Director of Community Impact, effective and innovative approaches to fiscal project management to support all fundraising functions.

Administrative and Risk Management

Coordinates all HNC's technology systems, ensuring quality security and efficiencies. Assists CEO in monitoring and navigating insurance policy and serves as the main liaison for all vendor relationships.

- Provides oversight and security of HNC's technology operations.
- In coordination with the CEO, monitors HNC's insurance coverages.
- Responsible for procurement standards for HNC.
- Act as HNC representative in building relationships with vendors and community leaders.

Human Resource Management

Provide leadership and oversight of human resource functions including: recruiting, hiring, onboarding, training, compensation and benefits, onboarding, staff relations, and performance evaluations.

- Implement and maintain employee policies and plans as set by the Board of Directors, consistent with HNC's employee handbook, mission and goals.
- Assist HNC's Directors and Managers to help recruit, hire, review and manage staff.
- Supervision of bi-weekly payroll administration for all full-time directors, managers, coordinators and their assistants, approximately 30 to 90 staff (with seasonal fluctuations).
- Key liaison between the Board of Pensions benefits plan and the HNC employees.

Board and Committee Relations

Cultivate a strong and transparent working relationship with the Board of Directors and ensure open communication about the measurement of financial performance against stated milestones and goals.

- Works closely with the Finance Committee and the Human Capital Committee to ensure that relevant issues and opportunities are identified and addressed in a timely and organized fashion.
- Engages with the Board and Staff in financial development functions.
- Makes recommendations to the Finance Committee and/or Board on financial and human resources operating policy.
- Collaborate with the CEO and Board to develop, refine, and implement an organizational strategic plan.

Job Specifications and Physical Requirements:

The requirements 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.

Job Specifications

- The ideal candidate would be a CPA that has at least two years of experience working with nonprofit clients or a senior accountant with at least two years of nonprofit experience, a CPA is a strong plus but is not required. A four-year degree in accounting or finance is required. You must be able to manage all the accounting in a small department. This is a stand-alone position.

Physical Requirements

- The physical demands described here are representative of those that must be met by an employee to perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Working Conditions

- 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.

EFFECT ON END RESULT:

Employee Name: _____

I have reviewed the above job description, and I hereby attest that I can meet all physical and non-physical requirements listed above.

Employee Signature: _____ **Date:** _____