

Natural Science Center of Greensboro

Director of Finance & Human Resources

The Natural Science Center of Greensboro (www.natsci.org) is seeking a qualified candidate to fill the position of **Director of Finance and Human Resources**.

The Natural Science Center (NSC) is a non-profit organization that serves and supports the Greater Greensboro/Triad cultural community through science education, tourism and recreation. Organized in 1957, NSC is the only combined AZA (Association of Zoos and Aquariums) and AAM (American Association of Museums) accredited attraction in the state of North Carolina. It combines many unique and innovative features associated with a science museum, zoological park and aquarium all in one destination. NSC operates within a public-private contract and partnership with the city of Greensboro. Beginning in 2010, NSC will undergo a seven-year expansion utilizing \$20M in public funds from a highly successful municipal bond campaign

The successful candidate will report to the Executive Director and will be a key member of the NSC senior management team. He/she will oversee the planning and execution of all finance and HR management for general, capital and endowment operations. He/she will also serve as one of three assistant directors in a highly involved leadership capacity. This position requires an individual capable of managing and communicating complex tasks in a very unique mission and team-based organization.

We are seeking candidates with:

- at least 5 years of senior management experience in finance and business management; experience with Blackbaud Financial Edge
- a proven track record in building, growing and managing a successful business;
- a strong commitment to mission-based leadership, team-building and achieving the mutual goals of colleagues and volunteers;
- excellent communication skills; a polished and inspiring writer, presenter and public speaker who is comfortable communicating to staff, the community and governing board;
- a strategic bent; the proven ability to analyze complex data sets and turn insights into successful finance and business strategies;
- a passion and understanding for the cultural and collection-based operations of the facility;
- solid management credentials with the ability to build, grow and mentor a team;
- advanced education credentials in finance and business management;

The position includes an excellent compensation/benefit package. Starting salary range \$48,000 – \$58,000.

Interested candidates, please submit a letter of interest, resume and three reference contact names/numbers to: Finance Director Search Committee, 4301 Lawndale Drive, Greensboro, NC 27455.

General Duties and Responsibilities

- Define and insure that all financial policies and procedures of the Natural Science Center of Greensboro (NSC) are properly managed and followed. Maintain sound accounting and internal procedures on all expense/revenue accounts

- Insure that appropriate internal controls are in place to protect and secure NSC and City of Greensboro assets and property
- Oversee cash management: cash receipts, cash collections, banking services, fund transfers, bank reconciliations, cash receipts/reports
- Oversee the accounting and financial reporting aspects of NSC: general ledger, accounts payable, pledges and accounts receivable, payroll (including quarterly and annual government reports required by law), assets, benefits administration and program reports detailing expenses/receipts for all programs
- Prepare/analyze monthly and year end journal entries and financial statements
- Oversee the system needs of the NSC accounting software, Blackbaud. Serve as a resource for solving data retrieval problems, software and hardware problems
- Serve as staff liaison and attend meetings of the Finance and HR Committees in order to provide or explain any financial, accounts receivable and/or HR information
- Serve as a senior administrator (Assistant Director) along with two equivalent positions overseeing programs & exhibits and business operations
- Verify the accuracy of recording contributions and distributions of all financial transactions
- Attend meetings of the Investment Committee in order to provide or explain any information requested.
- Supervise staff of one full-time and one part-time employee
- Facilitate transactions regarding gifts of stocks, bonds, and distributions from philanthropic funds
- Manage/review correspondence re: accounts payable, accounts receivable, pledges receivable, cash receipts, administrative issues, vendors and agencies
- Attend meetings of the Board of Trustees in order to provide or explain any financial or charting information needed
- Gather information for other committees (i.e. Personnel, Strategic Planning) or various committees as requested
- Organize necessary financial materials, attend and report at all weekly and/or monthly staff meetings

Budget Management

- Coordinate and implement the overall Budget & Allocations planning process with the appropriate committees and curators
- Lead all aspects of budget development and administration
- Update budget spreadsheets for all operational areas as requested by the director/subcommittees
- Lead the overall budget & allocation staff/committee meetings. Attend all Finance and HR committee meetings
- Administer the finances of the institution to keep expenditures within approved budget
- Review/prepare the reconciliation of fund activity for the overall portfolio
- Review all NSC fund activity monthly to ensure accurate reporting to director, governing authority and donors
- Resolve all discrepancies
- Prepare monthly report of all NSC funds to calculate and track NSC budget

Human Resources

Manage and implement all aspects of employee benefits: medical, dental, life, FSA, HSA (if applicable)

- Coordinate and facilitate employee benefit meetings, including all participating organizations
- Assist in selection of benefits
- Set up annual enrollment meeting
- Monitor the adequacy of property insurance limits - business liability, directors and officers, professional liability, bond, auto and umbrella.
- Prepare payroll for submission to payroll service for all employees. Facilitate all payroll deductions.

- HIPAA Security Officer – responsible for setting up and assuring that HIPAA processes are adhered to in accordance with the HIPAA Security Analysis dated 9/1/07

Annual Audit

- Liaison with external and city auditors. Prepare all schedules necessary for obtaining an independent audit annually. Process annual auditor-initiated journal entries. Coordinate presentation of audit to Finance Committee. Assist with auditor and Finance Committee questions.
- Update standards and policies as necessary to ensure compliance with form 990 regulations. Review 990. Create mapping document between the audited financials and the 990. Review 990 with the Finance Committee.