



DIRECTOR OF FINANCE Job Description

Organization Description

The Arboretum Foundation, a non-profit membership organization, has provided support for Washington Park Arboretum since 1935. The Foundation manages membership and volunteer programs, raises capital and operating funds, and advocates for the Arboretum. In 2016, the Foundation expanded its role to include programming for the Seattle Japanese Garden. Events and programs include the annual Opening Night Party at the Northwest Flower & Garden Festival, plant sales, Free First Thursday and Family Saturday programs at the Seattle Japanese Garden and other events. Essential Arboretum operations and activities funded include arboriculture, garden maintenance, volunteer management and environmental education programs, with a focus on expanding community access. As an environmental leader in the community, the Arboretum's Earth Day 2020 platform is based on modeling sustainability, building climate resilience and cultivating a new generation of environmental stewards. The Arboretum Foundation values diversity in all forms, and is an Equal Opportunity Employer.

Position Description

The Director of Finance position is a salaried part-time (65%) position. This position will report to the Executive Director and serves as a key leader within the organization. This position requires someone who can operate at a strategic level but is also willing to roll up their sleeves on the details necessary to make a small office successful. This position takes on a wide variety of tasks across the finance, HR and IT functions, and is a key interface to the Board of Directors and the Foundation's partners at the University of Washington and Seattle Parks and Recreation. The organization's growth will provide natural opportunities to learn and grow and the position will require the ability to remain flexible and adaptable while continuing to improve the Foundation's core operations. Note: Due to COVID-19 restrictions, the Foundation staff is primarily working from home. Looking forward, it is anticipated that this position might work 2 days per week in the office, and 1-2 days per week telecommuting. Occasional evening or weekend events are also required for all team members.

Works Closely With: Executive Director, Board Finance Chair, Development Director, Development Associate, Volunteer/Gift Shop Manager, Events Team, Bookkeeper and 3rd party Resources

Key Responsibilities

- Work with the Executive Director regarding status of all aspects of Foundation finances including investments, cash flow projections, and Foundation fund balances. Assist the Executive Director with annual budget preparation, development of program budgets, and production of a multi-year budget projection for operating and capital budgets.
- Provide staff assistance to Finance and Investment Committees, including scheduling and attending meetings, and preparation of accurate and timely statements and analysis for the committees and the Board of Directors.
- Oversee payroll and accounts payable, working with Bookkeeper to ensure that proper controls are in place, taxes and benefits are accurately processed and cash needs anticipated. Oversee Bookkeeper performing revenue functions and ensure proper reconciliations occur with Raiser's Edge development system. Oversee deposits of all funds received by the Foundation including donations, memberships, event sales and sales from various operations.

- Maintain Quickbooks and produce monthly financial statements as well as periodic management accounting reports. Manage accounting policies and procedures in compliance with appropriate GAAP standards and regulatory requirements. Assist in reworking and customizing Quickbooks accounts and reports for more transparent and streamlined financial operations and reporting.
- Prepare the annual financial statements and required tax filings, and manage the annual audit ensuring accuracy of all information needed by our auditor and reconciliation of accounts.
- Provide assistance and oversight at scheduled weekend and evening fundraising events.
- Track and help ensure compliance for all grants, bequests and restricted gifts.
- File various Federal, State, and City reports and returns. Work with registered agent as needed.
- Maintain physical and electronic files on receipts, checks, back-up documentation and invoices. Ensure that internal control processes are documented and up to date.
- Work with Executive Director on vendor selection for legal, accounting, insurance and banking services.
- Work with Executive Director on Human Resource issues and staff development including mentoring junior staff.
- Work with Board members and staff to promote the activities and goals of the Arboretum Foundation.

Compensation

- Compensation based on 65% of FTE range of \$90,000-\$100,000 dependent on non-profit, HR and IT experience.
- Benefits include medical and dental insurance, vacation & sick leave, 11 paid holidays, employer-matched retirement plan.
- Position is part-time (25-28 hours/week); ability to work some flexible hours, plus occasional evening and weekends events. To reduce office density, we anticipate mandatory telecommuting for a portion of hours.

Desired Skills

- Excellent computer skills, specifically QuickBooks, MS Office products (Excel, Word, PowerPoint), Adobe Suite and donor management software (Raiser's Edge and Greater Giving preferred).
- Non-profit accounting knowledge and hands-on experience. Working knowledge and experience in fund accounting, specifically accounting for restricted grants and gifts.
- Experience overseeing office systems and personnel.
- General insurance, IT and HR knowledge and ability to manage 3rd party resources.
- Ability to thrive and work effectively as part of a small team in a fast-paced and rapidly growing program, with limited instruction.
- Strong attention to detail and accuracy, the ability to prioritize and organize multiple projects, meet deadlines, problem-solve and multi-task.
- Excellent written and verbal communication skills.
- Ability to build rapport with donors, volunteers, and the public with diplomacy, discretion, and customer-service orientation.
- Interest in gardening, horticulture and/or the environment, open space is preferred.
- Ability to lift up to 20 lbs.

Desired Experience

- Bachelor's degree or equivalent experience.
- Minimum 7 years accounting experience, non-profit experience highly preferred.
- Previous experience managing HR and IT functions preferred.
- CPA credentials preferred.

How to Apply

Applications will be accepted on a rolling basis, until position is filled. Initial screening will begin on September 8, 2020, with a target start date for the successful candidate early in Q4, 2020.
APPLICATIONS WITHOUT A COVER LETTER WILL NOT BE CONSIDERED.

Submit resume and cover letter electronically to:
accounting@arboretumfoundation.org

Thank you for your interest in the Arboretum Foundation.