

## Friends of the Rosamond Gifford Zoo

### Director of Finance

**Position Description:** Maintains all financial records and manages all financial reporting for the Friends of the Rosamond Gifford Zoo. Friends is a private 501c3 that provides financial support to the Zoo through its revenue generating entities that include a retail gift shop, fast food restaurant and kiosks, catering, membership, and development.

#### **Essential Job Functions:**

- Works with Executive Director and Staff to prepare annual operating budget.
- Manages financial relationships with boards and other providers of financial services.
- Prepares monthly financial statements for Department Heads, Finance Committee and Board of Directors.
- Supplies requested information to external auditor on an annual basis and meets with auditor as needed.
- Manages financial relationships with banks and other providers of financial services.
- Maintains records and submits information to Payroll Company for employees paid by the Friends of the Zoo.
- Manages data entry into Sage and POS for various departments.
- Maintains correspondence and accurate records for all vendors.
- Responsible for tracking information re: health and dental insurance, COBRA, and garnishee procedures.
- Hires and supervises Accounting Assistant.
- Works closely with HR Manager regarding personnel issues relative to Finance/Payroll.
- Adheres to zoo policies and protocols.
- Responsible for bank records, balance sheets, restricted accounts, A/P and A/R.

#### **Additional Responsibilities:**

- Attends monthly Finance Committee, Investment Committee, Friends and All Staff meetings to keep staff abreast of pertinent information, as well as other meetings upon request.
- Performs other duties as requested.

#### **Desired Training and Experience:**

- Bachelor's of Science degree in accounting or AAS degree with equivalent work experience.
- Three to five years' experience in not-for-profit sector preferable.
- Familiar with accounting software systems, including Sage, Excel, Caterease and Square, (POS).
- Knowledge of accounting procedures and practices.
- Previous experience supervising staff.

**Skills / Knowledge Required:**

- Must be accurate with financial details and meet necessary deadlines.
- Must be trustworthy and able to handle large amounts of cash with accuracy.
- Ability to work autonomously, as well as with a team, and achieve established goals.
- Must possess a valid NYS driver's license and maintain automobile insurance.

**To Apply:** Please submit cover letter and resume via email to [leonardo@rosamondgiffordzoo.org](mailto:leonardo@rosamondgiffordzoo.org). No phone calls, please.