



Finance Manager

Classification

Exempt

Reports to

Executive Director

Date

November 5, 2021

JOB DESCRIPTION

Summary/Objective

This position is responsible for management and oversight of all financial aspects at The Arboretum at Flagstaff. This position works closely with the Executive Director to ensure the financial health of the organization. This includes but is not limited to: management of the Visitor's Center & Rental Manager, financial reporting to the Board of Directors and Executive Director, accounts payable and accounts receivable, and payroll.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Finance
 - Record & process all funds received/due from all sources including rentals, weddings, events, classes, grants, memberships, and gift shop sales;
 - Assist with setting up remote credit card sales (Clover Go, etc.)
 - Maintain all financial accounts for accuracy;

- Provide financial reports to the Executive Director and Finance Committee; present financials at monthly Finance Committee meetings;
- Works with the accounting firm to ensure complete and accurate financials for the annual tax return and any audits;
- Maintain records for audit of personnel for The Arboretum at Flagstaff's insurance policies;
- Assist the Executive Director with budgeting;
- Prepare W2's and 1099's for distribution at the start of each calendar year.
- Human Resources
 - Maintain all employee folders, conduct background checks, ensure policies and procedures have been read;
 - Process payroll for all staff.
- Management
 - The Finance Manager manages: Visitor Center & Rental Manager, Office Assistant and office volunteers;
 - Works closely with all management at The Arboretum regarding staffing, finances, and employee issues;
 - Actively participates in Finance Committee and other committee meetings as needed.
- Gift Shop/Facility Rental
 - With assistance from the Visitor Center & Rental Manager, insures that facility rental invoicing and payment happens;
 - With assistance from the Visitor Center & Rental Manager, pays consignment artists for sold works.

As a public venue that focuses on excellent guest experiences all employees are expected to engage the public in a friendly manner, answer questions, and exhibit professionalism while representing The Arboretum.

- All other duties as assigned and/or as needed to keep The Arboretum running efficiently.

Competencies

- Expertise in QuickBooks, Excel, Word, Google Docs and Google Sheets
- Experience with non-profit budgeting
- Superior organizational, quantitative and communication skills
- Ability to work independently and supervise the work of others

Supervisory Responsibility

This position supervises the Visitor's Center & Rental Manager, Office Assistant and office volunteers.

Work Environment

This job operates in a professional office environment, off site venues and outside event areas in various weather conditions. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

The Arboretum is located down 3 miles of dirt road that can be wash boarded, muddy, potholed and very challenging during inclement weather and between road grading. Thus, must have reliable transportation.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee must frequently lift and/or move objects up to 10 pounds and occasionally lift and/or move objects up to 25 pounds.

Position Type and Expected Hours of Work

This is a full-time, regular (35 hours a week) position. Days and hours of work are typically Monday through Friday, 9 am to 4 pm. Weekend hours may be required.

Travel

Travel is primarily local during the business day, although some out-of-the-area travel may be expected.

Required Education and Experience

- College degree
- Minimum three years' experience in payroll, bookkeeping and basic accounting
- Two years in supervision/ management of other employees
- Two years experience working with QuickBooks

Preferred Education and Experience

- Membership/Donor management experience
- Non-profit management
- Familiarity with Network For Good or other donor database system

Additional Eligibility Qualifications

None required for this position.

Work Authorization/Security Clearance

- Must pass a background check and hold a valid driver’s license.

AAP/EEO Statement

The Arboretum is an equal opportunity employer committed to applying the principles of applicable state and federal anti-discrimination laws to give equal opportunity for all persons employed or seeking employment without regard to race, age, sex, national origin, religion, color, sexual preference, or disability except in the case of a bona-fide occupational qualification.

In accordance with the applicable law, The Arboretum makes reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination and access to benefits and training. The Arboretum operates within the principles of equal employment opportunity guidelines as set forth in applicable federal and state law.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signatures

This job description has been approved by all levels of management:

Manager _____

HR _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____