



Crow Canyon Archaeological Center Job Description

Position Title:	Director of Finance
Status:	Exempt
Employment Category:	Full-time
Reports to:	President / CEO
Revised:	3/7/2017 dg/dlf

Position Summary:

As a member of the leadership team, the director of finance ensures that the Center successfully meets its mission and established goals by managing the development, implementation, and enforcement of financial policies and practices. Directs and manages the annual budget, establishes financial policies and internal controls, and allocates resources to ensure the Center's short and long term financial strength. The director also provides leadership and management for the finance department staff.

Education and/or Experience:

Minimum of a Bachelor's degree in accounting and at least 10 years experience leading the fiscal functions of a mid-sized not-for-profit.

Essential Duties and Responsibilities:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Directs and manages the fiscal functions of the organization in accordance with Generally Accepted Accounting Principles, (GAAP) Financial Account Standards (FAS), and in accordance with financial management techniques and practices appropriate within the not-for-profit sector
- Provides strategic and operational direction to the fiscal functions of the Center to successfully meet its mission and established goals
- Develops and updates multi-year financial forecasts and budget projections
- Directs and manages financial activities including annual organization planning and development of budget, preparation of monthly financial reports and various analyses, and provides regular reports to Board of Trustees
- Works with the Investment Committee of the Board of Trustees to monitor returns on the institution's endowment portfolio
- Leads annual audit with external auditors and provides financial records and analysis to support preparation of the statements and related tax returns. Prepares special reports, schedules, and exhibits necessary for testing and review. Works with Audit Committee of the Board to review audit. (Leads Federal Single-Audit when appropriate)
- Supervises general accountant activities
- Negotiates contracts for services, cooperative agreements, insurance, loans, lines of credit and grants
- Ensures fiduciary compliance with granting agencies and prepares financial reports in collaboration with the director of development
- Develops and maintains positive relationships with external auditors, banks, attorneys, federal agencies, foundations, board of trustee members and donors

Knowledge, Skills, and Abilities:

- In depth knowledge of not-for-profit operations and functions
- Experience with developing and following financial policies and procedures
- Experience in risk management
- Ability to organize resources and establish priorities
- Ability to prepare budgets and manage fiscal responsibilities
- Ability to manage and train employees, to include organizing, prioritizing and scheduling work assignments
- Ability to foster a cooperative work environment
- Ability to make administrative/procedural decisions and judgments
- Skill in policy development, review and implementation

Physical Demands:

The employee must be able to:

- See at far and close range
- Sit for prolonged periods
- Work weekends and irregular or extended work hours during the week
- Communicate verbally through listening and speaking
- Sit, use hands and fingers to handle and operate objects, devices and controls
- Walk, reach with arms, lift and/or move up to 25 pounds
- Regularly operate telephone, computer, software and printer, copy machine, fax machine, calculator, and similar office machines

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

Certificates, Licenses, and/or Registrations:

- Valid driver's license if required to drive
- Background check upon hire
- Must be insurable by Crow Canyon's automobile liability carrier upon hire and while employed in this position if required to drive
- Complete transportation-related training
- Current physical exam and health history completed by a licensed medical health care professional

Note: This is a general description of the kinds of duties and responsibilities that are performed by employees who have this title. It shall in no way be construed as an all-inclusive determination of the specific duties and responsibilities of any particular position. It is not intended in any way to limit the right of any supervisor to assign, direct, and control the work of employees under his or her supervision.