



Crow Canyon Archaeological Center Job Description

Position Title:	Director of Finance
Status:	Exempt
Employment Category:	Full-time
Reports to:	President and CEO
Revised:	March 2019

Position Summary:

As a member of Crow Canyon's Leadership Team, the Director of Finance plays a key role in the overall success of the organization by assisting in the development, implementation, and enforcement of financial policies, practices, and internal controls and analyzing the financial condition of the organization, proposing improvements and corrective actions when necessary. The Director of Finance co-leads the annual budgeting and quarterly forecasting process with the CEO in collaboration with other department leaders, and works with the CEO to appropriately allocate resources to meet short term needs and ensure long term financial strength. The Director of Finance leads and manages department staff and works collaboratively with the CEO on strategic financial and business planning.

Education and/or Experience:

Minimum of a Bachelor's degree in accounting, finance, or business administration, and at least 10 years' experience leading the fiscal functions of a mid-sized not-for-profit. Private sector experience also will be considered.

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.

- 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 assistance to the fiscal functions of the Center
- Tracks and forecasts cash flow, prepares statements for financial planning purposes, and analyzes the organization's financial strengths and weaknesses. Collaborates with the CEO and proposes corrective actions
- Develops and updates multi-year financial forecasts and budget projections in collaboration with the CEO and other leaders
- Prepares monthly financial statements, conducts monthly and quarterly financial analysis, and provides regular and accurate reports to the CEO and the Board of Trustees
- Leads the annual audit process in partnership with external auditors, providing financial records and analysis to support preparation of the statements and related tax returns, and prepares special reports, schedules, and exhibits necessary for testing and review. Assists in the response to any management letter issues addressed by external auditor
- Serves as a liaison to Audit Committee of the Board of Trustees
- Prepares monthly entries related to interest, gains and losses on the endowment portfolio, and charitable gift annuities
- Prepares monthly reconciliation of earned income in the general ledger to the marketing database (ALTRU) for program enrollments

- Reconciles monthly gift receipts with records in development department database (ALTRU)
- Supervises the Payroll and Accounts Payable Specialist and Grants and Contract Projects Specialist
- Supports the CEO in the negotiation of contracts for services, cooperative agreements, insurance, loans, lines of credit and grants
- Ensures fiduciary compliance for State, federal, and private grants
- Collaborates with development staff to ensure adherence to the Gift Acceptance Policy
- Develops and maintains positive relationships with external auditors, banks, attorneys, federal agencies, foundations, board of trustee members and donors in collaboration with the CEO

Knowledge, Skills, and Abilities:

- Demonstrated expertise in following Generally Accepted Accounting Principles, (GAAP) Financial Account Standards (FAS), and in financial management techniques and practices appropriate within the not-for-profit sector
- In-depth knowledge of not-for-profit operations and functions
- Extensive experience with developing and following financial policies and procedures
- Extensive experience in enterprise risk management
- Strong ability to organize resources and establish priorities
- Strong ability to prepare budgets and manage fiscal responsibilities
- Strong ability to manage and train employees; can successfully organize, prioritize, and schedule work assignments
- Proven ability to foster a cooperative work environment
- Proven ability to make administrative/procedural decisions and judgments
- Highly skilled 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:

- Must qualify for fidelity bond
- 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 health statement

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.

I have received a copy of my job description. I understand and accept the responsibilities of this position.

Signature of Employee

Date