



Director of Finance and Administration

Position Type: Full Time, Exempt

Salary: \$80,000 annualized salary

Benefits: Health, dental, vision, life & long-term disability insurance, paid time off (vacation, sick, holidays), employee assistance program, membership privileges, professional development, 403(b) plan, and casual work environment

Are you an environmental advocate with a deep-rooted passion for nature and conservation? Would you like to work in a non-traditional office setting located in a nature center, surrounded by the forest, wetlands, and prairies? Do you get excited at the prospect of using your time and talents to generate community support for an over 100-year-old organization with a mission focused on conservation and nature education? If so, join our dedicated team today and help us inspire future generations to care for the natural world!

JOB PURPOSE

The Director of Finance and Administration is responsible for the successful operation and management of Fontenelle Forest's (the Forest) financial systems and internal controls, including accounting, financial reporting and analysis, budgeting, investment and cash flow oversight, and government reporting. This position is responsible for human resource functions and administration of employee benefit plans, as well as administrative functions including organizational policies and procedures, insurance coverage and compliance. The Director of Finance and Administration serves on the senior leadership team providing input and decision making at a leadership level and serves as the liaison for financial matters to the Finance Committee and Board of Directors. This position reports to the Executive Director.

PRIMARY POSITION RESPONSIBILITIES

Finance and Accounting

- **Accounting:** Oversee bookkeeping and accounting functions. Manage organizational cash flow, investments, taxes, and ensure adherence to donor restricted funds. Oversees revenue recognition and tracking of restricted funds while ensuring compliance with GAAP standards, regulatory requirements, and other policies and best practices. Develops and maintains appropriate system of internal controls, business policies and practices.
- **Budget and reporting:** Directs and guides the annual budgeting process in collaboration with the leadership team. Maintains timely and accurate financial statements, forecasts, and budget reports. Communicates financial results to senior staff and the Board. Monitors financial performance and collaborates with the Executive Director to determine corrective actions.
- **Audit and tax:** Prepares year-end audited financial statements and supporting schedules and provides direct support to the annual audit process. Ensure timely issuance of audited financial reports and federal 990 filings in conjunction with independent auditors.
- **Treasury management:** Monitors banking activities of the organization; prepares and monitors cash flow and forecasting to ensure adequate cash flow to meet the organization's needs. Manages working relationships with financial & banking entities.

FONTENELLE FOREST

Human Resources

- **Human resource system:** Develops and manages a human resource system to include human resource and payroll applications, appropriate recruitment and hiring materials and processes, and general staff orientation, including review of Employee Handbook, policies, and procedures.
- **Records Administration:** Maintains personnel, employment, payroll, performance review, and leave records to ensure compliance with federal and state laws. Ensures preparation of routine reports and completion of external requests for employment information.
- **Benefit plans** - Oversees administration and implementation of the employee benefits program, including healthcare, dental, life insurance, retirement, and personal leave time programs.
- **Employee relations:** Works with senior staff and supervisors to address issues related to employee hiring, onboarding, and training, work performance, and employee discipline.

Administration

- **Governance:** Serves as the staff representative to the Board's Finance Committee, engaging the committee on finance, investment, and risk management issues. Provides and presents timely and accurate financial statements to the Board, including analysis of trends and future projections, and responds to related inquiries & requests for additional information/analysis.
- **Strategic Planning:** Ensures effective implementation of the organization's strategic priorities pertaining to financial and human resources. Advises and informs senior staff in internal planning regarding proposed program expansion, providing financial and scenario modeling, to determine program feasibility and ensure alignment of programs with financial resources.
- **Compliance:** Ensures that recordkeeping and record retention in the organization complies with applicable laws, regulations, and contractual obligations. Ensures reporting and compliance with all government regulations, including employment and ERISA plans. Maintains contracts, tax records, and ensures timely filing of exempt status for property tax exemptions.
- **Risk management:** Ensures insurance coverage (D&O, liability, auto, property, cyber) is adequate and appropriate, given the organization's risk profile.
- **Technology Management:** Oversees technological functions of the organization providing both in-house and external support, serving as the primary liaison with the organization's third-party technology manager service provider.

SKILLS AND EXPERIENCE

- Minimum 7-10 years' relevant experience required.
- Proficiency in non-profit and fund accounting in accordance with GAAP required.
- Experience with non-profit finance and the preparation and presentation of complicated financial data for diverse audiences including staff, board, and outside stakeholders.
- Demonstrated experience developing, supervising, and analyzing budgets and preparing financial reports.
- Hands-on expert-level experience with QuickBooks (or similar accounting tool) and MS Office products.
- Ability to communicate effectively with various constituencies in person and in writing.
- Considerable experience in human resource administration, including best practices regarding recruiting, onboarding, and retention.
- Experience with benefits administration, human resource laws and regulations, and compliance requirements.

FONTENELLE FOREST

- Technology savvy with experience managing IT functions, including database updates and trends and direction in information distribution, as well as selecting and overseeing software installations and managing relationships with technology consultants.

EDUCATION

- Bachelor's degree in business administration, finance, accounting, or related field required.
- MBA or CPA preferred.

PHYSICAL DEMANDS

- Regularly works at a desk and must be able to remain in a stationary position up to 75% of the time.
- Constantly operates a computer and other office productivity machinery such as copier and postage machine; requires ability to traverse administrative spaces
- Must be able to see and read fine print on paper and computer screen
- Ability to occasionally lift up to 25 lbs.

ORGANIZATION

Founded in 1913, Fontenelle Forest is one of Nebraska's oldest conservation organizations and one of the largest private nature centers in the nation. Fontenelle Forest owns and manages Fontenelle Forest in Bellevue and Neale Woods in Omaha. The properties encompass over 2,100 acres of forest, prairie, and wetlands along the Missouri River in the geographically significant Loess Hills. Fontenelle Forest aspires to be a national leader in environmental stewardship and education and the region's premier nature center. Fontenelle Forest embraces the values of Integrity, Stewardship, Excellence, Engagement, and Sustainability.

Fontenelle Forest values its employees and is committed to maintaining a positive working environment; a culture and a value proposition that attracts and retains top, diverse talent. Beyond a personal commitment to diversity, equity, and inclusion, we are looking for candidates with a strong commitment to integrating equity and inclusion best practices into programs and services. People who have lived experience in historically marginalized and excluded communities are especially encouraged to apply.

To Apply: Send introductory email or cover letter, resume or description of work history and related experience, and three professional references to info@fontenelleforest.org. Please reference "Director of Finance & Administration" in the subject line. Applications will be accepted through Sunday, March 31, 2024.

Fontenelle Forest is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, marital status, sexual orientation, gender identity, political ideology or status as a Vietnam-era or special disabled veteran in the administration of any of its employment related policies and practices.

Fontenelle Forest participates in E-Verify / Fontenelle Forest Participate in E-Verify