



Job Title: Director of Finance

Reports To: Chief Executive Operator

Department: Finance

FLSA Status: Exempt

Effective Date: February 2019

Job Summary:

- The Director of Finance will provide operational oversight for matters pertaining to the financial affairs of the Camp. The position is responsible for managing all aspects of the financial operations in accordance with generally accepted accounting principles, local, state, federal regulatory compliance and reporting requirements. Responsibilities include: monitoring day-to-day financial functions, maintaining all activity relating to financial data, accounting, cash management, internal controls, non-profit charitable status, banking, audit, and business relationships.
- The Director of Finance leads and develops the annual financial plan to successfully achieve the Camp's mission, annual goals, strategic priorities, operational cash flow and financial objectives; coordinates the annual audit, prepares IRS/990 documents, policies and procedures and creates regular financial reports for the CEO, Finance Committee, and Board of Directors. The Director of Finance is a member of the Executive Leadership Team and reports directly to the CEO.

Qualifications:

Education & Experience:

- Bachelor's degree in accounting or finance required, Master's degree preferred; at least 5 years professional finance experience with 3 years in progressive finance roles; strong proficiency with financial and accounting computer applications; financial planning/forecasting; strong organizational skills/ability to prioritize and meet deadlines; excellent verbal, analytical, organizational and written skills; experience with business functions and systems.

Work & Physical Requirements:

- This is primarily a sedentary role; therefore, long periods of sitting are required; however, there will be intermittent physical activity, including but not limited to bending and reaching.
- This position requires some weekend and evening hours.
- Working in a camp setting may lead to exposure to environmental hazards including hot and humid temperatures, inclement weather, insects and natural Florida wildlife.
- Ability to lift and carry up to 25 lbs.