

Controller

WONDERS OF WILDLIFE JOB DESCRIPTION LAST REVISION DATE: May 25, 2017
DEPARTMENT: Finance & Administration SUPERVISOR: Executive Director

Approved by: Mark Schafer
Title: Controller

Title: Executive Director Date: May 25, 2017
FLSA STATUS: Exempt

POSITION PURPOSE: Serves as Financial Controller for the Museum and Aquarium. Under the leadership of the Executive Director provides oversight of financial management and information technology.

ESSENTIAL FUNCTIONS:

- Supervises accounting, capital planning and information technology.
- Prepares and monitors annual operating budget, capital budgets, and special projects budgets.
- Coordinates and negotiates museum's financial relationship with local and state governing agencies.
- Prepares and presents financial data to board members, special board committees, bond trustee and other lending institutions, internal management team in accordance with Generally Accepted Accounting Principles.
- Prepares financial data for grant requests and grant reporting.
- Communicates with the Bond Trustee, legal counsel, auditor, and other relevant interests to maintain compliance and maximize investment opportunities.
- Monitors compliance with bond covenants as outlined in the bond indenture.
- Develops and implements operating and internal control procedures.
- Coordinates preparation of Federal and State income tax returns as required.
- Fills in when necessary to perform cash controls, disbursements, payroll, and other accounting functions.
- Serves as Risk Manager; coordinates and negotiates museum's commercial insurance policies to manage risk and employee benefits insurance plans.
- Responsible for maintaining professional standards of financial management and accountability systems.
- Oversees and coordinates year-end audit by external CPA's.
- Develops strategy and implements short- and long-range plans for museum projects.
- Anticipates, monitors, and prepares cash flow projections and income actualizations.
- Oversees the Wonders of Wildlife information technology; technology programs, equipment and systems.
- Oversees and manages legal issues and property issues and custodian for all legal and business files.
- Develops Key Performance Indicators, tracks and reports results to Wonders of Wildlife leadership team.
- Provides decision support for business initiatives and programs
- All other duties as assigned.

Qualifications:

- Bachelor's degree in accounting or finance and a minimum of 10 years' experience in accounting or financial management. CPA or CMA designation.
- Excellent Excel, Word and PowerPoint skills.
- Excellent interpersonal, analytical, writing, and communication skills.
- Practical and working knowledge of project management, finance, auditing practice, capital planning, and strategic planning and implementation.
- Knowledge of principles and methods of public and business administration; office management principles, methods and procedures; good personnel and fiscal management practices.
- Organization's relationship with other governmental entities the executive's responsibilities with regard to the organization's programs functions, programs and operations in the executive's area of responsibility.

Preferred:

- Master's degree in accounting or business
- Prior experience with the blackbaud financial and ticketing system.
- Non-Profit experience.

The above description is intended to describe the general content, identify the essential job functions, and set forth the requirements for the performance of this job. It is not to be construed as an exhaustive statement of job functions or requirements.