



POSITION DESCRIPTION

Title: Finance Manager

Reports To: Executive Director

FLSA Classification: Exempt

Approved By: Executive Director and Human Resources Manager

Effective Date: October 2020

POSITION SUMMARY

The Finance Manager position with the Evergreen Aviation & Space Museum (EASM) is responsible for developing and managing the organization's financial and accounting activities. The Finance Manager works closely with other departments to ensure the financial, operational, and cultural health of the organization in the present and future in accordance with the EASM strategic business plan and the vision and direction of the Executive Director. This position requires an effective communicator that can interact with employees from all levels and functions of the organization as well as external customers, vendors, stakeholders, and EASM's Board of Directors.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Serves as leader of the financial function of EASM and holds a fiduciary responsibility to the organization to protect its assets and minimize risk in all activities.
- Partners strategically with Executive Management Team to achieve organizational goals according to the EASM strategic plan regarding financial profitability, operational effectiveness, EASM campus property planning, employee relations, engagement, and training.
- Compiles and creates the EASM annual organizational budget; works with all contributors to make calculated decisions in order to achieve maximum opportunity potential for EASM.
- Tracks all financial income, assets, and expenditures according to generally accepted accounting principles (GAAP); analyzes and reports financial health of EASM to its senior management, the Executive Management Team, and Board of Directors.
- Prepares end-of-year reconciliations for annual financial audit; works closely with external auditors.
- Ensures compliance with all federal, state, and local financial and accounting laws and regulations through training and establishing clear internal processes, practices, and procedures.
- Evaluates risk exposure and manages insurance programs to mitigate risk.
- In conjunction with the Executive Management Team, envisions and plans for long-term operational success, including creating accurate and actionable financial milestones.
- Provides strategic financial recommendations and leadership on major issues affecting the organization, including the evaluation of potential contracts, alliances, investors, acquisitions and/or mergers.
- Offers accurate technical financial advice and knowledge to staff at all levels in the organization as well as the Board of Directors.
- Optimizes the handling of bank and deposit relationships, initiates appropriate strategies to enhance cash position, and develops a reliable cash flow projection process and reporting mechanism to meet operating needs, including minimum cash thresholds.
- Performs other duties as assigned by the Executive Director and/or Board of Directors.

SUPERVISORY RESPONSIBILITIES

- Directly supervises assigned employees.

- Responsible for hiring, performance management, training and development, corrective counseling, and termination decisions.
- Serves in a lead by example role for staff.

QUALIFICATIONS

- A Bachelor's degree in Finance, Accounting, Business Administration, Management, or a related field is required.
- A minimum of five (5) years of progressive financial or accounting experience with demonstrated successful financial supervisory and management leadership.
- A current Certified Public Accountant (CPA) certification is preferred.
- Any combination of experience and education will be considered in lieu of meeting exact qualifications.

KNOWLEDGE, SKILLS, AND ABILITIES

- Excellent customer service focus in interacting with anyone during the course of performing in the position.
- Proven ability to recognize red flags on projects or situations and communicate concerns to Executive Management Team and/or Board of Directors in a timely manner to ensure corrective measures are taken as needed.
- Extensive knowledge of financial and accounting laws, regulations, and principles, including, but not limited to GAAP, Financial Accounting Standards Boards (FASB), Security and Exchange Commission (SEC), etc.
- Excellent project management experience, including time management, coordination, and organizational skills.
- Proven ability to create and operate within a formal budget and make smart financial decisions for an entire organization.
- Ability to see beyond the numbers and think strategically.
- Ability to perform a variety of tasks concurrently with competing deadlines in a demanding environment.
- Demonstrates high-level of confidentiality and trustworthiness in exposure to financial data of the organization and its prior, current, or prospective customers and vendors.
- Solid visionary abilities to meet strategic plan of the department and/or organization.
- Strong analytical thought process, including problem solving and decision-making skills and abilities.
- Exceptional interpersonal and communication skills, in writing and orally across various media.
- Experience in leading and guiding teams, including cross-functional.
- Computer-proficiency skills and abilities, including sales databases, and other related programs and applications as well as Microsoft Outlook, Word, Excel, and PowerPoint.
- Ability to work Holidays, evenings and weekends for special events or as necessary.

PHYSICAL DEMANDS

- Constantly works on a computer, including reading/viewing from a monitor.
- Often uses hands for grasping and holding objects that are necessary for performing in your position (for example: mouse, phone, pen/pencil for writing, files, clipboard, etc.).
- Often performs tasks stationary and/or seated at an office desk or workstation.
- Rarely performs physical activity that requires climbing and/or twisting.
- Rarely performs physical activity that requires bending, stooping, reaching, and kneeling.
- Sometimes performs physical activity that requires pushing, pulling, lifting, and/or carrying up to 10 pounds in place or across a distance with or without supportive devices.
- Rarely performs physical activity that requires pushing, pulling, lifting, and/or carrying up to 50 pounds in place or across a distance with or without supportive devices.
- Sometimes drives or travels by car and rarely travels out-of-area or overnight.
- Ability to work a variable schedule, including nights and/or weekends when required.

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

SIGNATURES:

Employee signature below constitutes employee’s understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

This job description has been approved by all levels of management:

Immediate Supervisor _____ Date _____