



## Job Title: Director of Finance

The Memphis Botanic Garden is a not-for-profit 501(c) (3) organization managed by the Memphis Botanic Garden Foundation, Inc. for the benefit of the City of Memphis. Hosting over 260,000 visitors each year, Memphis Botanic Garden strives to enhance lives by connecting people with nature, increasing awareness and appreciation of our environment. The Garden spans 96-acres in the heart of urban Memphis with 30 display gardens, a wide array of educational programming and community events, and an outdoor amphitheater hosting major entertainment acts. The Garden is currently seeking applicants for the position of Director of Finance to oversee an approximately \$5M operating budget and about 65 staff members.

**Type:** Full Time / Salaried

**Reports to:** Executive Director

**Direct Reports:** One (p/t accounting assistant)

**Position Overview:** The Director of Finance at Memphis Botanic Garden plays a crucial role in overseeing the financial operations of the organization. This position is responsible for managing all financial aspects, including budgeting, financial reporting, accounting, and payroll. Additionally, the Director of Finance oversees human resources functions, ensuring compliance with organizational policies and legal requirements.

### Key Responsibilities:

- **Financial Management:**
  - Develop and manage the annual budget in collaboration with the Executive Director and department heads.
  - Monitor and analyze financial performance against budget and present financial reports to the Board of Directors and senior management.
  - Maintain accurate financial records using QuickBooks and other financial software.
  - Ensure compliance with all financial regulations and reporting requirements.
  - Oversee investment results of endowment and (new) financial reserves
  - Manage Capital Campaign pledges and receivables
- **Accounting and Reporting:**
  - Oversee all accounting functions, including accounts payable, accounts receivable, and payroll processing.
  - Prepare monthly, quarterly, and annual financial statements and reports.
  - Conduct financial analysis to support strategic decision-making and long-term financial planning.
  - Assure timeliness of all licensing and permitting renewals
  - Oversee audit and tax preparation function
- **Human Resources:**
  - Manage human resources functions, including payroll administration, benefits administration, and employee relations via a third party contractor.
  - Ensure compliance with employment laws and regulations.

- Develop and implement HR policies and procedures in collaboration with the Executive Director.
- **Leadership and Collaboration:**
  - Provide leadership and guidance
  - Collaborate with department heads to support their financial and budgetary needs.
  - Serve as a strategic partner to the Executive Director and Board of Directors on financial matters.

**Qualifications:**

- Bachelor's degree in Accounting, Finance, Business Administration, or related field; CPA preferred, but not required.
- Minimum of 5 years of progressive experience in financial management, preferably in a nonprofit organization.
- Proficiency in Excel and QuickBooks; experience with nonprofit accounting software is a plus.
- Strong understanding of nonprofit financial management, including budgeting, financial reporting, and grants management.
- Experience overseeing human resources functions, including payroll and benefits administration.
- Excellent analytical skills and attention to detail.
- Strong communication and interpersonal skills, with the ability to work effectively with diverse stakeholders.

**Special Requirements:**

- Must submit to and pass a background check and drug screening.
- In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.
- Position is officed on site, inside of the Memphis Botanic Garden offices.
- Typical schedule is Monday-Friday 8:30 am-4:30 pm, in-person at the Garden.
- Occasional nights and weekends are required.

Compensation is commensurate with education, skills, and experience.

Full benefits package offered including health, dental, and vision insurance plans, paid sick leave and paid vacation, 12 paid holidays annually, and a 401K match program.

**If interested, email resume to Mary Helen Butler at [maryhelen.butler@membg.org](mailto:maryhelen.butler@membg.org).**

**Equal Employment Opportunity Statement:**

Memphis Botanic Garden is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age (40 or older), disability, or genetic information.

**Physical Demands and Work Environment:**

The Director of Finance position requires occasional lifting of up to 20 pounds, standing and sitting for extended periods, and working both indoors and outdoors in various weather conditions as needed.

**Legal Compliance:**

The Director of Finance must adhere to all applicable federal, state, and local laws and regulations governing nonprofit organizations, financial management, accounting practices, and human resources.

**Disclaimer:**

This job description is intended to convey information essential to understanding the scope of the position and is not an exhaustive list of skills, efforts, duties, responsibilities, or working conditions associated with it. Duties and responsibilities are subject to change.