



POSITION ANNOUNCEMENT - PLEASE POST OR CIRCULATE

DIRECTOR OF FINANCE
Announced October 13, 2021

The Organization

The Georgia Historical Society (GHS) is the premier independent statewide institution responsible for collecting, examining, and teaching Georgia history. GHS houses the oldest and most distinguished collection of materials related exclusively to Georgia history in the nation. To learn more, go to www.georgiahistory.com.

Position Summary

The role of the Director of Finance performs the full range of accounting functions including payroll, accounts payable, cash disbursements, cash receipts, accounts receivable, general ledger, budgets, and monthly financial reports. On an independent basis and with a high level of autonomy, this position manages the day-to-day accounting functions and provides leadership, planning, management, and oversight of all financial operations for the institution. Reporting directly to the Chief Operating Officer, the Director of Finance will be responsible for the day-to-day finance and accounting operations.

Responsibilities include (Incumbent may perform other duties as assigned):

Management

- Oversee the operations of the accounting functions; protects assets by monitoring and enforcing internal controls.
- Manage outsourced functions; coordinate audit activity to ensure a clean annual audit process and tax return preparation.
- Maintain a documented system of accounting policies and procedures and manage monitoring and enforcement of said procedures.
- Manage commercial banking and endowment trust manager relationships as well as relationships with credit agencies and vendors.
- Work with administrative support team to ensure accurate and timely record keeping and transaction documentation. Review data entered in QuickBooks by administrative support including deposits, check requests, and other similar functions.

Transactions

- Oversee all accounting processes including A/P, A/R, banking, bi-weekly payroll, and overall responsibility for accuracy of the P&L and Balance Sheet. Ensure accounts payable are paid in a timely manner, accounts receivable are collected promptly, payroll processed in a timely manner, bank reconciliations are completed, maintains the chart of accounts, maintains an orderly accounting filing system, and maintains a system of controls over accounting transactions.
- Manage the production of the annual budget and forecasts. Initiate and manage annual budgeting and planning process in conjunction with the COO; monitor progress and changes; provide timely budget reports to the COO and department heads. Review all financial plans and compare to actual results with a view to identify, explain, and correct variances as appropriate.
- Design and manage a robust cash flow forecasting methodology and ensure compliance with established internal accounting policies and procedures.
- Provide data for all grants accounting throughout the grant/fund period; provide financial reporting materials for government, corporate, and foundation grants. Work with development staff to ensure all funder expectations and requirements are met. Provides COO or development team with financial grant reports as needed.

Reporting

- Establish and maintain ongoing credibility with the COO by consistently analyzing and providing timely and accurate detailed financial reports, with direct responsibility for the effective preparation, maintenance, and reporting of all

internal and external financial records and analyses. Clearly communicate monthly, quarterly, and annual financial statements; monitor progress and changes and keep senior leadership up-to-date on financial status.

- Issue timely and complete financial statements.
- Support the COO in work with the Treasurer and Board Finance Committee.
- Work with Endowment Trust regarding endowment assets and related investments. Work with fiduciary bank to track the performance of invested assets in keeping with policies and investment guidelines.
- Ensure the organization is meeting all charitable operation requirements for fundraising in the state of Georgia and current registration in all federal funds databases, including SAM and Grants.gov.

Other

- Be available for weekend and evening work to support fundraising, programming, and marketing activities.

Qualifications:

Knowledge, skills, and abilities:

- Demonstrated knowledge of all phases of financial management and accounting, especially related to nonprofit organizations. Experience with audit, legal compliance, and budget development.
- Knowledge and skill in using QuickBooks
- Exceptional interpersonal, written, and verbal communication skills.
- Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Ability to communicate key data concisely and effectively.
- Ability to perform well under pressure.
- Ability to handle sensitive and confidential information, prioritize competing work and deadlines, and produce highly accurate work.
- Ability to ensure timely progress on all deliverables.
- Ability to constructively apply feedback to improve performance
- Ability to identify and/or prevent problems before they occur; ability to formulate alternative solutions to problems when necessary; ability to transfer learning from past experiences.
- Desirable personal traits include a strong team orientation, integrity, credibility, leadership, superior organizational abilities, flexibility, customer focus, and sound judgment.

Education:

Undergraduate degree, preferably in Business, Management, Accounting, or Finance is required. Preference will be given to candidates with the Certified Public Accountant designation.

Experience Required:

Five (5) to seven (7) years of increasing responsibility in accounting and financial management of a nonprofit organization. Must have experience working independently with a demonstrated proficiency and accuracy in all phases of accounting. Must have experience using QuickBooks.

To Apply:

At the Georgia Historical Society, diversity and inclusion is an integral part of our history, culture, and identity. We are committed to equal employment opportunity without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, disability, or other protected status. We are committed to creating a workforce that is reflective of the larger community. All are encouraged to apply.

Send cover letter, resume, and confidential salary requirements to:

Georgia Historical Society
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Savannah, GA 31401
Fax: 912.651.2831
Email: jobs@georgiahistory.com

No phone calls please