

DIRECTOR OF FINANCE AND ADMINISTRATION

FLSA: Full-time; Exempt

Risk Level: 1

Reports to: President and Chief Executive Officer

ORGANIZATIONAL OVERVIEW: At Chimp Haven we believe we're not that different, humans and chimpanzees. Chimps have personalities, emotions and relationships, just like us, and we are on a mission to connect them to the happy healthy lives they deserve. That is why we are providing and promoting personalized care for chimpanzees (most of whom were retired from biomedical research) by helping them, for their remaining years, live a good life – the chimp life. Chimp Haven serves as The National Chimpanzee Sanctuary and is located on 200-forested acres in northwest Louisiana just outside of Shreveport. Chimp Haven provides excellent care for more than 290 chimpanzees retired from research or no longer used in the entertainment industry or as pets. As more retired chimpanzees make their way from research institutions to sanctuary, our population continues to grow. Chimp Haven has a well-designed facility to support the physical and emotional well-being of all animals, experienced staff and high standards for operational excellence. Chimp Haven offers a competitive salary, excellent benefits, extensive training and an opportunity for professional advancement. We wish to thank all applicants for their interest and effort in applying for this position, however, only candidates selected for interviews will be contacted.

Chimp Haven is committed to hiring and retaining a diverse workforce. We are proud to be an Equal Opportunity/Affirmative Action Employer, making decisions without regard to race, color, religion, creed, sex, sexual orientation, gender identity, marital status, national origin, age, veteran status, disability or any other protected class. U.S. Citizenship is required for most positions.

POSITION OVERVIEW:

The Director of Finance and Administration is a strategic thought-partner, member of the senior leadership team and reports to the President and CEO. The successful candidate will be a hands-on and participative manager and will lead and develop an internal team to support the following areas: finance, business planning and budgeting, federal government contract management, human resources, administration, and information technology (IT). The Director of Finance and Administration will play a critical role in partnering with the senior leadership team in strategic decision making and operations as Chimp Haven continues to build capacity and quality programs for its growing chimpanzee colony. In addition, the successful candidate will work directly with outside CPA, banking relationships and other key contacts. This is a tremendous opportunity for a finance and operations leader to maximize and strengthen the internal capacity of a growing national organization.

KEY RESPONSIBILITIES:

Financial Leadership and Oversight:

- Develops, updates and implements all necessary business policies, accounting practices and internal controls to ensure the integrity of financial recording and reporting, and overall efficiency.
- Leads the financial planning process for strategic planning and the organization's annual operating budget of \$5.3M. Provides budget preparation support for all administrative and program (animal care) departments, with input from the CEO, other directors, and managers. Oversees the preparation of monthly departmental budget reports and meets with other directors as needed throughout the year to provide guidance, forecasting, etc. to help manage internal spending and plan for unanticipated expenses. Monitors progress and keeps senior leadership team abreast of the organization's financial status.
- Provides financial oversight and management for the current \$20M capital campaign.
- Staffs the Board Finance Committee and maintains positive working relationships with the Treasurer, other Board Members and committee members. Produces monthly reports for the CEO and Finance Committee, and prepares presentations for quarterly Board of Directors meetings.
- Provides oversight for daily accounting activities by reviewing the reconciliation processes for the general ledger, monitoring the month end closings and presenting financials in accordance with GAAP.
- Responsible for cash flow projection and treasury functions. Performs financial statement analysis and other projects as needed.
- Ensures compliance with federal contract requirements and supports the Contract Manager role with day-to-day management as needed. Builds positive working relationships with National Institute of Health representatives.
- Provides financial management of non-government grants in partnership with Chief Development Officer and Grants Manager.
- Coordinates and leads the annual audit process while working with the outside CPA and Finance Committee.
- Effectively communicates and presents critical financial matters to the CEO and Treasurer in a timely manner.
- Supports CEO and staff regarding budget projections for campaigns, special projects, and grants.

Human Resources, Technology and Administration:

- Provides oversight for all key Human Resource functions which includes retention and management of personnel records, recruitment, orientation and training of new staff, onboarding and termination documentation, professional development, employee compensation and benefits management and reporting, payroll processing and related accounting entries, and compliance with all applicable labor laws.

- Maintains vendor and consulting contracts and required IRS documentation.
- Provides oversight for issuance of annual W-2s and 1099s.
- Provides oversight for reception and general office functions and office equipment, office vendor contracts and/or leases.
- Negotiates service agreement with IT consultants to improve technological capabilities as organization continues to grow.
- Provides direct supervision to five staff members including the Contract Manager, HR Administrator, Finance and Administration Manager, Accounting Specialist and Administrative Associate.
- Other duties as assigned.

REQUIRED SKILLS:

- Gathers and analyzes data; prepares clear, concise and effective reports and recommendations; analyzes problems, considers alternatives, draws logical conclusions, presents recommendations to others for input and adopts appropriate solutions.
- Effectively manages complex projects with minimal supervision while keeping CEO informed of progress. Sets priorities and meets deadlines.
- Ability to translate financial concepts to – and effectively collaborate with -- programmatic and fundraising colleagues who do not necessarily have finance backgrounds.
- Excellent communication and relationship building skills with an ability to prioritize, negotiate, and collaborate with a variety of internal and external stakeholders.
- Exhibits initiative, integrity, and sound judgment; maintains confidentiality.
- Understands, interprets and applies pertinent provisions of laws, rules, policies, legislation and other instructions.
- Technologically savvy with experience selecting and overseeing software installations and managing relationships with software vendors, knowledge of accounting and fundraising software, preferably Blackbaud Financial Edge and Raiser's Edge. Highly skilled in Excel, Word, Outlook, PowerPoint. Ability to manage and effectively work with team members who work remotely.
- Understands and follows organizational safety policies and procedures.

EDUCATION AND EXPERIENCE REQUIRED:

- B.S. or B.A. degree in Accounting, Finance or related field; CPA preferred.
- Minimum 10 years of broad financial and administrative operations experience; non-profit experience highly desirable including fund accounting.
- The ideal candidate has 5 or more years' experience in a leadership position, has preferably overseen a human resources function previously, and has government contract management experience.

To apply, please send a cover letter and resume to careers@chimphaven.org or fax to 318-925-5600. For more information, please visit our website at www.chimphaven.org