



Job Description

Job Title: Chief Financial Officer
Reports To: President/Chief Executive Officer
FLSA Status: Exempt, full-time
Updated: February 13, 2024

SUMMARY:

The Chief Financial Officer (CFO) assumes the ultimate responsibility for the day-to-day operations of the Finance Department. The CFO's primary role is managing financial reporting, internal control of structure design and compliance, budget preparation and reporting, cash flow, tax compliance, bank relations, Board of Trustees Finance Committee relations, accounts receivable and auditor relations, and management of the organization's insurance broker relationship. Additional guidance is received through established policies and procedures, plus verbal and written communications. *Note: this is an onsite position and remote candidates will not be considered.*

ESSENTIAL DUTIES AND RESPONSIBILITIES:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Prepares Financial statements on a periodic basis to meet the needs of Executive Management, the Board of Directors, and other external users.
- Presents financial statement to the Finance Committee and the Board of Trustees upon request.
- Collaborate with outside auditors in preparation of annual audit and 990, as well as 403B audit.
- Collaborates on organization's policy and procedure development and implementation to strengthen internal controls and provide for more effective internal communication.
- Oversees the capital and operating budget processes; the preparation and distribution of budget guidelines and documentation for all organizational units; aiding department directors, reviewing budget submissions and communicating to all departments the new fiscal year budget approved by the Board of Trustees.
- Develops, implements, and maintains effective accounting systems and methods, purchasing processes, financial controls and cash policies and practices.
- Ability to effectively communicate accounting and financial principles to nonfinancial colleagues.
- Undertakes special projects and assignments as required.
- Works closely with the President/CEO to oversee the expenditures and revenues daily.
- Develop and nurture relationships with all Zoo staff, vendors, and guests.
- Ability to always maintain a professional demeanor.
- Adheres to all Central Florida Zoo policies and procedures.
- Other duties as assigned.

QUALIFICATIONS:

- Must be able to work independently.
- Strong attention to detail.
- Experience and ability to supervise others.
- Proficiency with accounting systems, financial reporting software, databases, and spreadsheets.

- Must be able to maintain effective working relationships with other Zoo employees and the public.
- Ability to function well and adapt in a dynamic, changing work environment.
- Possess a creative, solutions focused approach.
- Must have the ability to work flexible hours, including weekdays, weekends, holidays and evenings.
- Nonprofit experience strongly preferred.
- Must provide a negative drug test result (testing provided by Zoo).

The duties listed above are intended only as an illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

EDUCATION / EXPERIENCE:

- BS in Accounting or higher degree required. CPA and MBA desired.
- Minimum of ten (10) years of experience in all levels of accounting practices. Knowledge of QuickBooks helpful.
- Advanced practical knowledge of accepting accounting policies and practices.
- Extensive experience utilizing accounting software; knowledge of Quick Books desired.
- Ability to use computers in completing spreadsheets, database, and word-processing functions.

LANGUAGE ABILITY:

- Ability to read and understand directions, both verbally and in written form.
- Must be able to communicate with staff, vendors, and guests clearly and effectively.

REASONING ABILITY:

- Ability to define problems, collect data, establish facts, and draw valid conclusions.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Valid Florida Driver's License.
- CPA and MBA desired.

PHYSICAL DEMANDS:

In compliance with the Americans with Disabilities Act, the following have been identified as physical requirements of the job:

- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.
- While performing the duties of this job, the employee is regularly required to talk or hear.
- The employee is frequently required to use hands and fingers to handle, reach or feel and manipulate objects or controls.
- The employee is frequently required to sit, walk distances, climb, balance, stoop, bend, kneel and crouch.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT:

A large percentage of duties are performed in an office atmosphere. Occasionally, the CFO is required to attend Zoo events and workshops. The CFO may occasionally be exposed to Florida weather environments. The noise level in the work environment is usually moderate.

Central Florida Zoo & Botanical Gardens reserves the right to revise or change job duties and responsibilities as the need arises. This job description pertains to an "at will" position with the Central Florida Zoo & Botanical Gardens and in no way constitutes a written or implied contract of employment.

The Central Florida Zoological Society is an equal opportunity employer and makes decisions related to compensation and all terms, conditions, or privileges of employment on the basis of merit. Company policy prohibits unlawful discrimination based on race, color, creed, sex (including pregnancy), gender orientation, religion, marital status, age, national origin, or ancestry, physical or mental disability, medical condition, genetic characteristic, military status, or any other consideration made unlawful by federal, state, or local laws. All such discrimination is unlawful and prohibited by the CFZS.