



Director of Finance & Administration Position Description

Fontenelle Nature Association seeks a dynamic Director of Finance & Administration to oversee the financial and human resources operations. As a full-time position the Director is responsible for the financial operations, benefits design and implementation, general purchasing and office equipment maintenance, and facilitates the Association's annual external audit. This is an excellent opportunity for an experienced manager to join one of the leading non-profit nature centers in the country.

Responsibilities:

- Supervise Bookkeeper, Rental Coordinator, and Gift Shop/Visitor Services Manager and Associates
- Oversee all bookkeeping, reporting, and facility rentals functions; devise and maintain internal financial controls
- Part of the FNA management team
- Design, track, and maintain financial records for grant-funded projects; prepare financial reports as necessary
- Prepare routine tax reports
- Serve as staff liaison to external auditor(s), FNA Board Treasurer, FNA Board Finance and Investment Committee(s), and FNA investment managers
- Develop FNA's annual operating budget
- Design, implement, and maintain employee policies, procedures, and benefits programs, and orient new employees in these areas; oversee and maintain all FNA personnel records
- Attend meetings of the Executive Committee and Full Board of Directors, and take and prepare minutes for distribution
- Serve as staff lead in strategic planning efforts
- Assist with special events
- Other duties as assigned

Qualifications:

- Bachelor's degree in accounting, finance, or business management; master's degree preferred.
- Minimum of three years of experience in accounting, financial reporting, and administrative management; non-profit background preferred
- Experience with Word and Excel processing and accounting software
- Excellent organizational and verbal and written communication skills; effective team player
- Proven ability to handle confidential issues and information
- Initiative; ability to work independently



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- Outgoing personality, dedicated; experience working with volunteers and conservations preferred
- Committed to consistently provide a positive image for the FNA

Compensation:

- Salary is commensurate with experience
- Health Insurance (FNA pays 75% of employee and 25% of family)
- 10 days vacation
- 9 paid holidays
- 10 days sick leave
- FNA Family Membership benefits
- 403(b) tax-deferred savings plan

To Apply:

This position is open until filled. The position reports to the Executive Director. To learn more about FNA please see our website at www.Fontenelleforest.org. Email resume and cover letter to Tarndorfer@fontenelleforest.org (subject line: Director of Finance & Administration Search), or mail to:

Tom Arndorfer
Executive Director
Fontenelle Nature Association
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