



1111 North Bellevue Boulevard
Bellevue, NE 68005

Director of Finance & Administration Position Description

Fontenelle Nature Association seeks a dynamic Director of Finance & Administration to oversee its financial and human resources operations. As a full-time position the director is responsible for the financial operations, benefits design and implementation, general purchasing, management of department personnel, and facilitates the Association's annual external audit. The position reports to the Executive Director. This is an excellent opportunity for an experienced manager to join one of the leading non-profit nature centers in the country. To learn more about FNA please see our website at www.Fontenelleforest.org.

Responsibilities

- Maintain FNA financial books, records and financial statements in accordance with generally accepted accounting principals for nonprofit organizations
- Advise Executive Director and work as part of the management team
- Develop annual operating budget and analyze/report on actual results relative to budget
- Assist the Board Treasurer in presenting Board financial reports
- 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
- 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
- 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
- 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 QuickBooks 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
- 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 (deadline for application is February 18, 2009)

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, 1111 North Bellevue Boulevard, Bellevue, NE 68005.