

**Heritage Hill State Historical Park
Finance and Administration Manager**

Job Title:	Finance and Administration Manager
Department/Location:	Administration
Reports to:	CEO
Fair Labor Standards Act Status (FLSA):	Non-Exempt
Employment Status:	Part time
Revision Date:	August 2017

JOB SUMMARY

As a team member of Heritage Hill State Historical Park, you will help build a positive working environment as well as inspire, transform and build our community through exceptional live experiences.

The finance and administration manager will be a strategic critical thinking partner and report to the 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, human resources, administration, and IT.

The finance and administration manager will play a role in partnering with senior leadership in decision making and operations as Heritage Hill Corporation continues to enhance its quality programming and build capacity. This is a tremendous opportunity for a finance and administrative leader to maximize and strengthen the internal capacity of a well-respected, high-impact organization.

PRIMARY FUNCTIONS AND RESPONSIBILITIES

The following are the primary/essential functions of the position and are not all-inclusive.

Financial Management

- Process month end balance sheet reconciliations and journal entries in an accurate and timely manner.
- Analyze and present monthly and annual financial statements in an accurate and timely manner to the CEO.
- Coordinate and manage the annual audit in liaison with external auditors and the finance committee of the board of directors.
- Oversee and lead annual budgeting and planning process in conjunction with the CEO.
- Monthly, work with departments to manage budget to actuals.
- Manage organizational cash flow and forecasting.
- Document and improve necessary business policies and standard operating procedures according to generally accepted accounting principles.
- Enter AP, AR, deferred revenues into QuickBooks.
- Perform bi-weekly payroll and submit all payroll taxes and liabilities in a timely manner.
- Summarize and submit quarterly sales tax reports.

Human Resources, Technology and Administration

- Further develop human resources and administration, enhancing professional development, compensation and benefits, performance evaluation, training, and recruiting.
- Ensure that recruiting processes are consistent and streamlined.
- Oversee administrative functions as defined by CEO.

Education/Certification and Experience:

- 4 year degree in accounting or 3 to 5 years advanced QuickBooks knowledge.
- The ideal candidate has experience for the quality and content of financial data reporting and audit coordination.
- Preferably has overseen a human resources function.
- Ability to think critically.
- A successful track record in setting priorities, keen analytic, organizational and problem solving skills which support and enable sound decision making.
- Excellent oral and written communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders.
- A multi-tasker with the ability to wear many hats in a fast-paced environment.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, calculator, filing cabinets and fax machines.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms and requires the ability to occasionally lift office products and supplies up to 20 pounds.

Position Type and Expected Hours of Work

This is a part-time, non-exempt position with occasional evening and weekends hours.

Travel

Travel is primarily local during the business day, although some out-of-the-area and overnight travel may be expected.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.