



**Position Title:** Director of Finance

**Job Status:** Salaried, Exempt

**Supervisor:** Executive Director

**Objective of Position:**

The **Director of Finance** is responsible for administrative duties related to financial reporting, analysis, benefits administration, and the implementation of best fiscal practices to meet all fiduciary reporting requirements for GTA. This position also oversees the bookkeeping, cash management procedures, audit, payroll administration, and financial partnerships.

**Major Duties:**

**Financial and Accounting Management 55%**

- Oversee all bookkeeping and accounting activities.
- Oversee online payroll records for all GTA and GTA-paid partner employees: oversee the annual external financial audit.
- Maintain working knowledge of current generally accepted accounting principles and industry-specific account principles, including fund accounting, generally accepted auditing standards, and industry best practices.
- Establish policies and supervise accurate cash management of retail locations and agency programs including trail boxes.
- Coordinate accounting functions for special events and activities.

**Reporting 15%**

- Create reports and analyses to meet timelines for annual reporting documents including but not limited to functional expense location, Form 990, NPS-1040, annual audit, and annual report.

- Complete all required reports within established deadlines for 100% compliance with local, state, and federal requirements, including but not limited to:  
employment tax filings, Workers' Compensation, Unemployment, W-2/W-3, 1099/1096, 941, Wyoming sales tax, and agency partner reports.
- Review and analyze profit and loss by sales location, financial dashboard, cash position spreadsheets, budget, and quarterly agency reports.
- Produce special reports as requested by the Executive Director and Board of Directors.

### **Partnerships 10%**

- Solicit, manage, and maintain GTA business relationships including but not limited to insurance, banking, and investment partners.
- Administer and monitor employee benefits, including but not limited to: health, life, dental insurance, and retirement program.
- RFP on a rolling basis, major business partnerships.

### **Process Improvements 10%**

- Conduct operating and organizational analyses as directed by the board and the Executive Director to identify GTA business and financial improvement opportunities.
- Deepen and expand benchmarking data to implement long-term study.
- Research and recommend investment and cash reserve policies and account target levels.
- Manage and evolve routine accounting, investment, and business processes to ensure 100% compliance with regulatory standards and achieve "best practices" within Public Lands Alliance and the nonprofit sector.

### **Special Projects 10%**

- Work with the Executive Director and board treasurer to build business analytics, board budget reports, and agency quarterly reports.

### **Competencies and Qualifications:**

- A degree in accounting, business, organizational management or equivalent experience relevant to the position.
- Demonstrated experience illustrating attention to detail, data analytical skills, and critical thinking as it relates to financial systems.

- Ability to establish priorities, meet deadlines, prioritize, create own work plan, creatively problem solve, and exercise good judgment.
- Demonstrated supervisory and organizational skills.
- A clear understanding of and commitment to the principles of confidentiality for the position.
- Demonstrated competency in effective leadership and collaboration

**Start Date:**

Summer 2023

**Compensation:**

A competitive compensation and benefits package will be offered based on experience.

**Location:**

The Director of Finance will work from offices located in Grand Teton National Park in Moose, Wyoming. Periodic remote work is possible.

**To Apply:**

Please submit a resume and cover letter to [careers@grandtetonassociation.org](mailto:careers@grandtetonassociation.org). Applications should include a resume and cover letter describing your qualifications and what you would bring to the role. **Interested candidates should apply by June 5, 2023.**

**Grand Teton Association is an Equal Opportunity Employer.**

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