



Job Title:	Director of Finance	Reports to:	Vice President of Administration
Work Status:	Full Time	FLSA Status:	Exempt
Updated:	1/27/2021	Approved by:	Catherine Qureshi

PPC Mission Statement:

Improving quality of life for the people of Pittsburgh by restoring the park system to excellence in partnership with government and the community. Projects and programs are conducted with respect for the environment, historic design, and the needs of our diverse region.

Position Summary:

This position directs the Pittsburgh Parks Conservancy's (PPC) finance operations, including the design and implementation of strategic finance initiatives. The prime candidate will be expected to have strong technical accounting skills, oversee all financial aspects of business, and drive the PPC's financial strategy and planning. They will be responsible for assessing the financial performance of the organization as well as possible risks and investments.

A director of finance is a reliable professional with broad knowledge of all accounting, financial and business principles. They are strategic thinkers and effective leaders who can make the most profitable and sound financial decisions. The goal is to guide the company towards profitability and long-term success.

The ideal candidate loves parks, uses Pittsburgh's public parks and is able to proactively and effectively support and financially strengthen the PPC.

Position Duties:

Performs under the general supervision of the Vice President of Administration and is responsible for, but not limited to, the following duties:

Essential Duties:

- Manage finance staff on accounts, ledgers and reporting systems ensuring compliance with accounting standards, regulatory requirements, and rules for non-profits
- Direct annual audit and 990 processes, serving as the principal liaison to the external auditor
- Assist the Vice President of Administration and the Development team with grant administration, accounting, and budgeting tasks.
- Supervise grants administration, accounting, and budgeting
- Provide advice and counsel regarding financial issues and controls to the President & CEO and Vice President of Administration
- Oversees organization general ledger and budget management functions, including preparation of the annual budget

- Prepare monthly and annual financial statements for review, (including explanations for variance analysis) and prepares cash flow analysis
- Provides financial reports and analysis to the President & CEO, Vice President of Administration, Senior Management, Finance Committee and Board of Directors
- Maintains compliance with accounting standards, government regulations, and tax laws
- Develops procedures and systems for use in ensuring financial control and availability of data for analysis
- Ensures data accuracy between QuickBooks Online and Raiser's Edge, the organizations donor CRM
- Administers endowment funds and investment portfolio
- Performs other duties as assigned by the Vice President of Administration

Related Work:

- Have a highly developed financial acumen and apply knowledge and skills to best serve the PPC.
- Develop, recommend, and implement department policies and processes.
- Support the Finance Committee of the Board of Directors.
- Effectively write policy recommendations.
- Set appropriate priorities while coordinating multiple projects and meeting critical deadlines.
- Remain current in industry best practices and apply knowledge to best serve the PPC.
- Work proactively to resolve problems and conflicts that surface.
- Keep the Vice President of Administration and CEO promptly informed of matters as they relate to the department and PPC.

The Way We Work - The Employees of the Pittsburgh Parks Conservancy:

- Foster meaningful interaction and collaboration amongst diverse individuals.
- Conduct themselves at all times in a professionally appropriate and respectful manner.
- Demonstrate respect and sensitivity for cultural differences.
- Consistently work toward the common good of the organization and encourage others to do the same.
- Apply the proper safety/security practices according to established protocols, guidelines and policies.
- Maintain strong work ethic and demonstrate flexibility.

Knowledge of (position requirements at entry)

- Knowledge of budget development and monitoring
- Knowledge of Accounting Practices
- Proficiency in QuickBooks Online and Raiser's Edge
- Knowledge and experience with financial reporting and auditing
- Knowledge of supervisory and personnel management practices
- Knowledge of general business practices
- Considerable knowledge of strategic financial planning and implementation.
- Considerable knowledge of managerial and supervisory principles and practices including budget preparation and administration.

- Outstanding customer service principles and practices within a diverse work and customer environment.
- Have a strong understanding of fiscal policy and investment regulations.

Skills and Ability to (position requirements at entry):

- Ability to prepare financial statements
- Ability to interpret and train financial policies, procedures, and practices
- Ability to analyze data
- Ability to develop and monitor budgets
- Ability to prepare and outline complex models into simple terms that others can work with
- Analyze trends to reduce financial risks associated spending decisions
- Ability to create usable budgets for the business, including evaluating the needs of each department in the long term
- Offer advice to the CEO regarding spending and budget questions
- Demonstrated proficiently in both oral and written communication
- Manage both employees and consultants in the finance department, including giving directions and delivering periodical evaluations.

Training and Experience (position requirements at entry)

- Bachelor's Degree from an accredited college or university with a major in Finance, Business, or closely related field, or demonstrated equivalency (CPA preferred)
- At least 7 to 10 years of overall professional experience; ideally six-plus years of broad financial and operations management experience
- The ideal candidate has experience of final responsibility for the quality and content of all financial data, reporting and audit coordination for either a division or significant program area
- Ability to translate financial concepts to – and to effectively collaborate with -- programmatic and fundraising colleagues who do not necessarily have finance backgrounds
- A track record in grants management
- Technology savvy with knowledge of accounting and reporting software
- Excellent communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders
- Personal qualities of integrity, credibility, and dedication to the mission of the Pittsburgh Parks Conservancy

Other Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.**

Light Work: Exerting up to 20 pounds of force occasionally, and/or a negligible amount of force constantly to move objects.

The physical ability to walk, stand, stoop, bend, kneel, crouch, reach, pull, push, finger, feel, grasp, lift, talk, see, hear and perform repetitive motions.

The ability to safely operate a motor vehicle as incumbents are subject to local travel to and from work locations.

Operating office equipment requiring continuous or repetitive hand/arm movements. The ability to remain in a sitting or standing position for extended periods of time.

Occasional weekend, evening and holiday work is required to perform the duties of this job.

Normal office environment 90% of the time. 10% of the time out in the field, attending meetings.

The PPC is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, veteran status, or other protected characteristics.