

Chief Financial Officer (CFO)

Grade: 15

Reports to: CEO

Job Status: Exempt, Full-Time

Department: Finance and Business Operations

Approval Date: June 2017

Job Summary:

Reports directly to the CEO. As a member of the Senior Leadership Team (SLT) the CFO is responsible for the Aquarium's accounting, treasury, purchasing, budgeting, and enterprise risk management functions, including establishing and maintaining accounting principles, practices, procedures, and controls; preparing financial reports, analysis, budgets, and forecasts; controlling and monitoring cash handling. Directs Information Technology and concessions.

Essential Functions:

- Maintaining fiscal records including directing all aspects of accounting operations and directing all transactions related to the general ledger (Microsoft Dynamics SL).
- Managing the external audit process and producing the audited consolidated financial statements.
- Managing the application software for the general ledger, financial reporting, budget, purchasing, POS, and payroll systems.
- Establishing accounting policies and procedures to ensure that all financial transactions are recorded correctly in accordance with GAAP.
- Managing all financing vehicles including bank debt, bonds, leases, etc.
- Analyzing financial results and budgets and issuing reports to Aquarium management including but not limited to operations, forecasting, what-if analysis, cash forecasting, and ROI analysis.
- Developing and directing enterprise risk management.
- Developing summary and detailed routine analysis of all revenue producing areas. Providing substantive financial analyses of various Aquarium operations in an effort to understand the financial ramifications of various activities highlighting positive and negative factors.
- Interfacing with Aquarium Directors to provide them information they need to manage their budgets.
- Managing the annual operating and capital expenditure budgeting process.
- Preparing business license renewals.
- Recommending fiscal strategy to meet the goals of the Aquarium and advising Aquarium senior leadership and the Board Treasurer on the appropriate course of action.
- Identifying and implement new revenue growth opportunities.
- Developing and implementing financial controls.
- Collaborating with the Director of Human Resources on payroll and benefits policies and procedures.
- Directing Information Technology development, operations, and maintenance.
- Selecting, developing, evaluating, and maintaining a highly qualified, and diverse professional staff; delegating specific responsibilities. Providing an environment that motivates, encourages teamwork, personal initiative and accountability. Disciplining staff according to policies.
- Establishing, monitoring, and reporting on purchasing function.
- Preparing business plans and forecasts.
- Developing relationships with banking and business community, locally and regionally.

- Managing concession contracts and monitoring performance.
- Participating in the development and oversight of major contracts including benefit and non-benefit insurance contracts.
- Staff liaison to Board Finance and Audit Committee.
- Adhering to the South Carolina Aquarium Policies.
- Performing other duties as required.

Other Duties and Responsibilities:

- Supports the mission by participating in Aquarium sponsored programs and events on a regular basis and supporting all approved institutional annual goals.
- A member of the Senior Leadership Team (SLT).

Knowledge, Skills and Abilities:

- Strong Computer skills including Microsoft Office, general ledger, purchasing, budgeting, and point of sales systems.
- Ability to actively engage in conversations and build consensus in a team oriented environment.
- Goal oriented, proactive work ethic with proven ability to establish priorities and meet deadlines.
- Excellent verbal and written communication skills.
- Able to deal with changing priorities and remain sensitive to mission-related issues.
- Personal commitment to conservation and environmental issues an advantage.

Education and Experience Required:

- BS in Accounting or Finance (Masters and CPA preferred).
- 10 years of financial management experience in including financing (bank debt, bonds, leases, etc.)
- In depth knowledge of GAAP.
- Five years management experience.
- Ability to function independently while maintaining clear communication with direct reports, senior management, and at all levels within the Aquarium.
- Non-profit experience a plus.
- Five years of experience in organizational management and strategic planning.

Supervision of Others:

- Accounting and Finance Manager
- Controller
- Information Technology Manager
- Concessionaires

Licenses and Certifications Required:

- Valid Driver's License

Physical Requirements and Working Conditions:

100% normal office environment with average walking, standing, bending, stooping, crouching, sitting and computer and phone tasks required. Occasional ability to lift up to 50 lbs needed and occasional travel and late nights required.

The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not construed to be an exhaustive list of all job duties performed by the personnel classified.

The Aquarium is an "at-will" employer, and as such, employment with the Aquarium is not for a fixed term, or definite period and may be terminated at the will of either party, with or without cause, and without prior notice.