



Position Title: Director of Finance

Department: Finance

Full or Part Time: Full-time

Regular or Temporary: Regular

Exempt or Non-exempt: Exempt

Salary: \$140,000 to \$150,000

ABOUT THE GARDENS OF GOLDEN GATE PARK

The mission of the Gardens of Golden Gate Park is to connect people to plants, the planet, and each other.

Gardens of Golden Gate Park is a public/private partnership between the San Francisco Recreation & Park Department and the San Francisco Botanical Garden Society (a nonprofit 501c3 organization doing business as the “Gardens of Golden Gate Park” or “GGGP”) to jointly operate the Conservatory of Flowers, Japanese Tea Garden, and San Francisco Botanical Garden. A Lease & Management Agreement, approved by both the Recreation & Park Commission and the Board of Supervisors, sets the terms of the partnership. The agreement is a cooperative management agreement that outlines the roles and responsibilities for each partner.

Key areas of responsibility for the nonprofit organization include volunteer engagement, education, visitor experience, philanthropy, membership, marketing, and other functions. RPD has primary responsibility for horticulture and facility management and maintenance, master planning and capital improvements conducted in collaboration with the nonprofit organization, as well as other functions. Together, RPD and the nonprofit organization collaborate on collections management within the Gardens.

The Conservatory of Flowers is a national, state, and local landmark and a place of exceptional beauty. Built in 1879, the Conservatory was the first formal structure erected in Golden Gate Park and remains an internationally renowned icon, displaying and cultivating unusual plants to heighten awareness of the pressing need to preserve threatened rainforest environments.

The Japanese Tea Garden is the oldest operating public Japanese garden in North America. This garden provides visitors from around the world with an opportunity to experience the natural beauty, tranquility, and harmony of a Japanese-style garden and was originally created as an exhibit for the 1894 California Midwinter International Exposition.

San Francisco Botanical Garden at Strybing Arboretum opened in 1940 and is a 55-acre living museum within Golden Gate Park, showcasing 8,000 different kinds of plants from around the world. San Francisco’s oceanic climate with cool dry summers, mild wet winters, and presence of fog allows the Garden to grow a diverse array of species from around the world.

POSITION SUMMARY

Gardens of Golden Gate Park (GGGP) is seeking a strategic, hands-on, finance partner providing dynamic support and guidance to department Directors, senior leadership, and the Board of Directors. The Director of Finance

(DOF) will be a member of the senior leadership team, reporting directly to the Chief Executive Officer. The position will be responsible for planning, implementing, managing, and controlling all financial-related activities.

Given the complex nature of our revenue streams, a successful candidate will need to have a strong understanding of non-profit accounting with multiple programs. Additionally, as a public/private partnership, this position requires high ethical standards and commitment to public accountability, reporting, and transparency. GGGP currently operates with a budget of approximately \$15.85M for FYE June 30, 2024.

This is an extraordinary opportunity for a leader with ten plus years of accounting and finance experience, ideally beginning in accounting and/or auditing. To perform this job successfully, an individual must be able to perform each essential duty with a hands-on approach within a small team. GGGP has contracted with a contract CFO to occupy the position and bring the workload current. GGGP has also retained the services of a temporary full-time accountant to maintain the books and records.

The position will be required to attend the Board of Director meetings, as well as the Audit, Investment, and Finance Committee meetings, which are currently held during normal business hours. The DOF will be instrumental to developing their own finance team to manage the organizational cash flow, forecasting by working in partnership with the budget committees, and continuously collaborating with budget managers to assess the financial efficacy of program operations and establish finance and administrative systems to support program operations.

RESPONSIBILITIES

- Instrumental in hiring, training, and developing a strong team, preserving high ethical standards and processes.
- As necessary, refine organization policies and procedures as they specifically relate to internal controls.
- Analyze financial data and present financial reports in an accurate and timely manner to senior leadership.
- Clearly communicate monthly, quarterly, and annual financial statements for a variety of audiences.
- Administer and review all financial plans and compare actuals - identify, explain, and correct variances as appropriate for annual budgeting and planning.
- Supporting the CEO in engaging and leading the Board's Audit, Finance, and Investment committees around issues and trends with financial operating models and deliverables.
- Oversee all financial, project/program and grants accounting; ensure that expenditures are consistently aligned with grant and program budgets throughout the grant/fund period; collate financial reporting materials for Government, corporate, and foundation grants.
- Coordinate with various department leaders so that all contributed revenue is properly recorded under applicable generally accepted accounting principles (GAAP) requirements.
- Assist budget managers responsible for earned revenue flows with business planning including financial modeling based on new initiatives they present for their departments.
- Oversee all accounts, ledgers, and reporting systems ensuring compliance with appropriate GAAP standards and regulatory requirements.
- Maintain internal control and safeguards for receipt of revenue, costs, and program budgets and actual expenditures.
- Coordinate all audit activity with GGGP's external audit firm.

QUALIFICATIONS

- At a minimum a Bachelor's in Accounting degree or Master's in Accounting.
- Qualified candidates with or without a CPA license will be given equal consideration.
- Minimum of 10 years of increasing responsibilities in the accounting/finance function.
- At least 5 years of direct supervisory experience of individuals.
- Experience with Intacct, Sage or Bill.com a plus.
- Proficiency in modern general ledger software programs that specialize in NFP accounting.
- High proficiency in a PC environment and Microsoft Office suite.
- Previous experience working with turnstile operations that include retail and rentals a plus.
- Knowledge of financial reporting for NFP entities in accordance with GAAP.
- Strong analytical skills working with quantitative data, organizing information effectively, and providing useful data.
- If the candidate purports to be a licensed CPA, proof of such license and status must also be provided.

ENVIRONMENT

- The Gardens are open 365 days a year and the DOF must accommodate working occasional nights and weekends as required.
- Must be able to engage in a range of physical activity, including standing or sitting at a desk or computer and walking for extended periods of time.
- Must be able to lift/carry up to 30 pounds.

Gardens of Golden Gate Park is an equal opportunity employer and encourages candidates with diverse backgrounds and experiences to apply.

We are an Equal Opportunity Employer. We do not discriminate on the basis of race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability, genetic information or any other category protected by law.

For additional information you can reach out to jobs@gggp.org and to apply:

<https://recruiting.paylocity.com/recruiting/jobs/All/99885d66-fdde-45ea-b169-b55cfb505be0/Gardens-of-Golden-Gate-Park>