

## **Chief Financial Officer**

Put your passion for the desert to work! To apply for an open position, please forward resume and letter of interest to [hr@dbg.org](mailto:hr@dbg.org), fax to: 480.481.8173, or mail to:

### **Human Resources**

Desert Botanical Garden  
1201 N. Galvin Parkway  
Phoenix, AZ 85008

Full time.

Desert Botanical Garden (DBG) has a FY19 operating budget of over \$20 million and a separate endowment of approximately \$16 million managed by the Desert Botanical Garden Foundation (DBGF). The Boards of Trustees of the Garden and Foundation have ultimate fiduciary responsibility for all aspects of the Garden and Foundation, including investment decisions. The Chief Financial Officer (CFO) works closely with these two boards, the Garden's Executive Director, and senior staff. The CFO will take a leadership role in institution-wide strategic planning, creating an annual budget and overseeing production of timely and accurate monthly financial statements. The CFO is also responsible for ensuring that the Garden and Foundation comply fully with all not-for-profit GAAP, IRS and other governmental and professional financial standards and regulations. The CFO will evaluate, analyze and report on entrepreneurial opportunities of the Garden. In addition to leading the finance function, the CFO provides senior executive leadership for information technology. The CFO will partner with the Executive Director and other members of the senior staff to successfully accomplish the mission of the Garden.

Responsibilities include:

- Directs the fiscal management of Desert Botanical Garden and the Desert Botanical Garden Foundation. The CFO will work closely with the Board's Treasurer in preparing for all finance committee meetings.
- Provides key support to the Executive Director in all strategic planning and forecasting projects. The CFO will assist in the evaluation and modeling of new business opportunities, providing in-depth operational and financial analysis. The CFO is expected to take a leadership role, working closely with the Executive Director, senior staff and Board of Trustees.

- Provides support to the various committees of the Garden, including the Finance, Audit, Operations Support and Personnel Committees. The CFO will also provide support to the Board of Trustees of both the Garden and the Foundation.
- Ensures all accounting functions operate smoothly within established internal controls, policies and procedures and GAAP. Creates a culture of continuous improvement within Finance functions.
- Supervises, mentors, motivates, assists and evaluates the controller and other business office staff. Reviews business office organizational chart and makes changes as required to ensure office runs as efficient as possible.
- Supervises, mentors, motivates, assists and evaluates the Director of IT.
- Leads the annual budgeting process.
- Oversees complete monthly financial statement process and has overall responsibility for managing and monitoring revenues, expenses and cash flows. Supervises and assists in month- end closing of accounting records and is responsible for the accuracy of the general ledger. Establishes and reviews internal controls to ensure proper segregation of duties and that the assets of the Garden are properly safeguarded. Manages banking relationship, including negotiating terms of the Garden's revolving line of credit.
- Manages relationship with the outside accounting firm, including overseeing the annual audit of the Garden's consolidated financial statements. Supports the Audit Committee for selection of firm for annual audited financial statements. Oversees the timely filing of all tax returns, corporation documents and related items, in collaboration with the outside accounting firm.
- Works in partnership with all senior managers at the Garden to provide timely data necessary for optimizing operational performance. Negotiates annual insurance contracts and ensures appropriate amounts of general liability and D&O coverage.
- Oversee establishment of a centralized purchasing function to improve cost, terms and quality.
- Ensures compliance with federal and state laws and regulations.
- Implements a Garden organizational development plan that includes strategic recruitment, selection and diversity/inclusion goals for the business office and information technology.
- Completes other projects as assigned by the Executive Director.

Qualifications include:

- Bachelor level degree in accounting, finance or related area; MBA preferred but not required.
- At least 7 years relevant experience in accounting and finance.

- Licensed Certified Public Accountant in good standing.
  - Proven track record in strategic financial management and analysis, budgeting and forecasting.
  - Senior management with strong supervisory experience in a similar-sized organization.
  - Excellent oral and written communication skills; bilingual preferred but not required.
  - Good judgment, integrity, discretion, accuracy and thoroughness.
  - Participatory management style—an advocate of the team concept.
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The Desert Botanical Garden is an Equal Opportunity Employer and considers all applicants without regard to race, religion, color, sex, gender identity and/or expression, sexual orientation, marital or parental status, age, national origin, veteran status, disability, or any other status protected by law.

The Garden fosters and supports workplace diversity, equity and inclusion to honor the unique perspectives, experiences and contributions of all, to celebrate successes, and to cultivate individual and institutional excellence.

The benefits of regular employment at the Desert Botanical Garden include a stunning environment, competitive benefits package, complimentary family membership, employee cultural exchange, wellness initiatives and discounts.