



Job Title:	DIRECTOR OF FINANCE
Location:	Mount Gilead & Columbus, OH
Job Status:	FULL TIME
Reports to:	NICHOLE DUNN, PRESIDENT/CEO
Team/Function:	General & Administrative

DIRECTOR OF FINANCE

The **Director of Finance** will execute on and provide oversight for matters pertaining to the financial affairs of the Camp. The position is responsible for managing all aspects of the financial operations in accordance with generally accepted accounting principles, local, state, federal regulatory compliance and reporting requirements. Responsibilities include but not limited to conducting and monitoring day-to-day financial functions, maintaining all activity relating to financial data, accounting, cash management, internal controls, non-profit charitable status, business, banking and audit relationships.

The Director of Finance leads and develops the annual financial plan to successfully achieve the Camp's mission, annual goals, strategic priorities, operational cash flow and financial objectives; coordinates the annual audit, prepares IRS/990 documents, policies and procedures and creates regular financial reports for the CEO, Finance Committee, and Board of Directors. The position supervises one bookkeeping position, one human resource position, and all related functions to finance and human resource. The Director of Finance is a member of the Leadership Team and reports directly to the CEO.

Team / Function Overview:

The **General & Administrative Team** is the backbone of Flying Horse Farms. The G&A team provides support to all teams and individuals within the organization by managing the administrative systems related to finance, accounting, Human Resources and information/technology. The G&A team provides ongoing support to optimize organizational excellence.

Responsibilities:

STRATEGY & LEADERSHIP

- Plan, organize, and direct all activities related to the fiscal management, control functions, financial and accounting systems and ensure timely reporting to management and the Board.
- Develop and implement financial policies/procedures and reports to maintain compliance with all generally accepted accounting principles and compliance with external regulations, and standards/criteria established by SeriousFun Children's Network.
- Direct and coordinate the annual budgeting and planning process in conjunction with the CEO; prepare all financial plans, operating and capital budgets; monitors progress and provides senior leadership team with timely financial data and reports.
- Participate in the review, alignment and financial impact of new projects, programs, facilities related to annual goals and/or within the strategic plan and makes recommendations.
- Act as the Staff liaison for the Board Finance Committees; responsible for the delivery of regular financial reports for Committee meetings, including but not limited to financial analysis, variance reporting, projections, and ongoing cash management.
- Engage the Finance Committee of the Board to develop short, medium- and long-term financial plans and projections that support the organization's strategic plan.

- Responsible for preparation and presentation of quarterly financial reports to the CEO, Finance Committee Chair, and Board of Directors
- Stay abreast of best practices, new standards, and regulations and proactively advises and make recommendations to the CEO regarding financial and general business administration matters
- Demonstrate mission-driven alignment and camp values in carrying out duties
- Partner with the CEO, and the Leadership Team as appropriate, on all operational, strategic, legal and compliance-related matters; including keeping the CEO informed of all critical issues
- Advise the CEO, Leadership Team, and as appropriate the Board of Directors on personnel, IT, legal and compliance related matters
- Perform other duties as assigned by the CEO; takes initiative to proactively identify other organizational matters that will advance the effectiveness of the organization

FINANCE, ACCOUNTING & ADMINISTRATION

- Prepare and review of all reports related to the Camp's financial affairs: monthly, quarterly and annual financial statements; financial analysis, variance reporting, and forecasting.
- Manage insurance, banking, other external business relationships and assists with vendor RFP process for key functions of the organization.
- Coordinate the preparation and required documents for the annual renewal of the Commercial Insurance Policy and annual premium and presents to the CEO and Finance Committee
- Coordinate and lead the successful completion of an annual independent audit
- Manage timely completion of all tax filings, including IRS Forms and 990 reporting
- Act as staff liaison working with the investment management company to ensure the reserve and endowment funds are maintained in accordance with the established Board Investment Policy
- Partner with the Chief Development Officer to develop short- and long-term financial sustainability planning.
- Manage the bookkeeping functions related to finance, including general ledger accounting, A/P, A/R, cash management, credit card processes, financial data and reporting.
- Prepare month-end close reports, coordinates reconciliation process, and analyzes budget revenues/expenditures for compliance with established metrics and approved budget.
- Monitor and report on performance against both annual budget and long-term strategic goals by applying and developing forward-looking, predictive models with key performance indicators to analyze and provide insight to the organization's operations and business plans.
- Lead the development and process of building and monitoring the annual budget.
- Work collaboratively with the Leadership Team to identify risk-mitigating strategies.
- Oversee administrative and operational accounting services such as treasury management, banking, 401K plan, grants payment processing, payroll, accounts payable, accounts receivable and purchasing.
- Lead and partner with leadership team members to continuously manage risk and insurance programs.
- Lead and manage all aspects of developing and improving systems related to financial and administrative processes, including but not limited to payroll, benefits, and functions
- Ensure the maintenance and continuous refinement of appropriate internal controls and financial procedures.
- Ensure timeliness, accuracy and usefulness of financial reporting for multiple audiences, including but not limited to funders, foundations, donors and the Board.
- Ensure regulatory compliance regarding all financial and employee benefit functions.
- Provide leadership to manage the organization's real estate and legal matters

HUMAN RESOURCES MANAGEMENT

- In collaboration with HR Manager, oversees benefit and payroll administration with the Camp's Professional Employment Organization /outsourced payroll and benefit providers.
- Collaborate with CEO, HR Manager and Ad-Hoc HR Board Committee to analyze and select benefit plans for employees.
- Act as an official designee (Signor, Trustee, Designee) for employee benefit and retirement plans.

- Act as liaison and manage relationships with Third Party Administrators and Benefits Brokers.
- Collaborate with the CEO and HR Manager to benchmark salary and provide consultation on maintaining fair and reasonable wages at industry-specific standards for each role.
- Ensure monthly numbers are accurate and submit annual reports and discrimination tests to Third Party Administrators of benefit plans.

Required Skills & Experience:

- Certified Public Accountant
- Bachelor's Degree in Accounting or Finance,
- 5 years professional finance experience, with 3 years in progressive finance roles
- Competency in financial functions: accounting, planning, reporting, analysis, and forecasting
- Knowledgeable of accounting standards/ GAAP, reporting requirements.
- Experience with preparation and coordinating annual external audits and leading the audit process
- Experience working with Senior Management and Boards
- Demonstrated proficiency in developing and sustaining effective working relationships with management, peers, and direct reports.
- Experience with business functions and systems; establishing and maintaining banking, financial, business and audit relationships.
- Strong proficiency with financial and accounting computer applications.
- Excellent verbal, analytical, organizational and written skills.
- Exceptional discretion and judgment with a high level of personal integrity.
- Demonstrated experience partnering with executive staff, resulting in the development of effective financial management strategies.

Preferred Skills & Experience:

- Experience in creating and driving analytical framework for managing organizational change in entrepreneurial organizations
- Master's in Business Administration, Finance or Accounting
- Experience working with a nonprofit
- Experience leading a finance team
- Experience with Sage Software

Expectations & Requirements for all Flying Horse Farms Staff

- We live our Values. We are each responsible for knowing our values and nurturing our culture:
- **We are All In.** We demonstrate a willingness to do what it takes to get the job done, we are supportive and loyal, show up present and ready and we are passionate about "Campers First."
- **We have an Attitude of Optimism.** We find what's working and make more of that happen, demonstrate adaptability within ambiguity, spread joy and hope and ensure everyone we interact with feels "Welcomed Home."
- **We are Trustworthy.** We are consistent, dependable and steady, truthful and operate with transparency, take ownership for our work and "See the Best" in others.
- **We Take Initiative.** We are driven, work towards goals with fortitude, pay attention to details and find innovative solutions with "Fearless is Free" attitudes.

How to Apply:

- Email cover letter and resume to careers@flyinghorsefarms.org

Flying Horse Farms provides magical, transformative camp experiences for children with serious illnesses and their families – free of charge. Located on 200 acres in Mt. Gilead, Ohio, camp first opened its gates in 2010 and hosts about 900 children and families each year.

Flying Horse Farms is the first camp in the Midwest to become a full member of the SeriousFun Children's Network. Founded in 1988 by actor, philanthropist and Ohio native Paul Newman, the Network is a community of independently managed and financed camps and programs creating opportunities for children with serious illnesses and their families. The Network has evolved from one camp to a global community serving one million children and families across five continents.

The children who attend camp have illnesses including cancer, heart conditions, rheumatoid arthritis, blood disorders, asthma, gastrointestinal disorders and facial anomalies.

At Flying Horse Farms, for a weekend or week at a time, being sick takes a backseat to being a kid. And fun is priority number one. Campers participate in activities like swimming, boating, fishing, archery, high ropes and arts and crafts. Campers receive first-rate care at our on-site health center, staffed 24/7 by medical professionals from children's hospitals across Ohio and beyond.

Flying Horse Farms is an ACA-Accredited Camp with the American Camp Association.