

JOB TITLE: Director of Finance	ROP: Hourly - Full Benefits	Classification: Full-Time Non-Exempt
SCHEDULE: Monday-Friday (occasional evenings/weekends)	DEPARTMENT: Administration	SUPERVISOR: Executive Director

Note: This position is classified as non-exempt and eligible for overtime in accordance with FLSA regulations.

SCOPE OF WORK

The Director of Finance is responsible for overseeing and supporting all financial management functions of DCI, including financial planning, budgeting, accounting, financial reporting, contract preparation, taxes, and other administrative office functions as assigned. The position also provides limited support to human resources, information technology, and daily operations. As a member of the Leadership Team, the Director of Finance contributes to strategic planning, organizational sustainability, and operational efficiency.

KEY RESPONSIBILITIES

Financial Management & Reporting

- Maintain and continuously improve financial systems, processes, procedures, and internal controls to ensure accuracy, efficiency, and compliance.
- Monitor the financial status of DCI and assist staff and the Executive Director with budget development, oversight, and compliance.
- Prepare and distribute periodic financial reports, including monthly departmental actual-to-budget comparisons and monthly financial statements.
- Monitor revenue sources and provide analysis and trend reporting to the Executive Director and Board.
- Reconcile bank statements, maintain the general ledger, and manage accounts payable and accounts receivable.
- Prepare payroll, process payroll-related transactions, and complete federal and state payroll tax reports.
- Coordinate and assist with the development of the annual operating budget and annual audit.
- Identify and implement cost-saving measures and opportunities to improve financial sustainability.

Grants & Compliance

- Prepare financial documentation required for grant proposals.
- Review grant proposals for financial compliance.
- Assist with grant reporting and ensure adherence to grant provisions and regulations.

Human Resources (Light Duties)

- Maintain personnel records and confidential employee files.
- Assist with benefits administration, new hire reporting, and performance review documentation.
- Support compliance with federal, state, and local employment laws.

Administrative & Operational Oversight

- Support daily operations, including Visitor Services and Paddle Boat rentals.
- Assist with exhibit installations and deinstallations.
- Coordinate merchandise and financial tracking for traveling exhibits.
- Provide limited IT-related administrative support as needed.

Leadership & Institutional Support

- Participate in all Board meetings and relevant committee meetings.

- Provide regular financial updates and reports to Leadership and the Board.
 - Promote open, proactive communication with staff, visitors, and volunteers.
 - Strengthen interdepartmental collaboration and workplace morale.
 - Contribute to long-term organizational planning, innovation, and strategic initiatives.
 - Represent the Administration Department in leadership, Board, and committee settings.
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QUALIFICATIONS

Experience & Knowledge

- Minimum of five (5) years of progressively responsible experience in accounting and financial reporting, including nonprofit experience.
- Working knowledge of Generally Accepted Accounting Principles (GAAP), tax regulations, federal grant regulations, and applicable federal and state laws.
- Experience with accounting and budgetary systems; proficiency with QuickBooks required and Altru preferred.
- Knowledge of basic human resources principles and practices, including employment law compliance.

Skills & Abilities

- Strong analytical, organizational, and problem-solving skills.
 - Excellent verbal and written communication skills.
 - Strong interpersonal skills and ability to work collaboratively across departments.
 - Ability to manage multiple priorities and work independently with minimal supervision.
 - Demonstrated commitment to continuing professional education and development.
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EDUCATION

- Bachelor's degree in business, accounting, finance, or a related field, or equivalent combination of education and experience.
 - Documented experience in budgeting, financial reporting, and nonprofit operations.
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ADDITIONAL REQUIREMENTS

- Proficiency with POS systems (Altru preferred) and standard business software (Microsoft Office, Google Workspace, etc.).
 - Commitment to the Discovery Center's mission and values.
 - Ability to pass a background check.
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PHYSICAL & WORK ENVIRONMENT REQUIREMENTS

- Primarily office-based with occasional movement throughout the facility.
 - Ability to sit, stand, and work at a computer for extended periods.
 - Occasional lifting of up to 25 pounds.
 - May require evening or weekend hours for meetings or special events.
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EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

DCI is an Equal Opportunity Employer and does not discriminate based on race, color, religion, sex, sexual orientation, gender identity, age, national origin, disability, veteran status, or any other protected status under applicable law.