



## DIRECTOR OF FINANCE AND ADMINISTRATION

**The Organization:** The Georgia Historical Society (GHS) is the premier independent statewide institution responsible for collecting, examining, and teaching Georgia history. GHS houses the oldest and most distinguished collection of materials related exclusively to Georgia history in the nation. To learn more, go to [www.georgiahistory.com](http://www.georgiahistory.com).

**Summary:** The Director of Finance and Administration will work closely with the Chief Operating Officer to implement the operational infrastructure and systems needed to support institutional mission and strategic objectives. She or he will be responsible for the oversight, management, coordination, and communication in the areas of finance, accounting, human resources, facilities, information technology, and administration. As a member of the senior management team, the Director of Finance and Administration will be involved in a range of strategic planning and internal planning initiatives and is a key partner and peer in leading and creating initiatives and best practices to recruit, develop, and train a diverse and high performing workforce.

Responsibilities include:

### *Finance*

- Oversee all accounting processes including A/P, A/R, banking, bi-weekly payroll, and overall responsibility for accuracy of the P&L and Balance Sheet. Maintains system of controls over accounting transactions.
- Work with administrative support team to ensure accurate and timely record keeping and transaction documentation. Review data entered in QuickBooks by accounting and administrative support including deposits, invoices, and other similar functions.
- Issue timely and complete financial statements consistently analyzing and providing accurate detailed financial reports, with direct responsibility for the effective preparation, maintenance, and reporting of all internal and external financial records and analyses. Clearly communicate monthly, quarterly, and annual financial statements; monitor progress and changes and keep senior leadership up to date on financial status.
- Act as team lead on all work with the Endowment Trust regarding endowment assets and related investments. Work with fiduciary bank to track the performance of invested assets in keeping with policies and investment guidelines.
- Support the executive team in working with the Treasurer and Board Finance Committee.
- Manage the production of the annual budget and forecasts. Initiate and manage annual budgeting and planning process in conjunction with the Chief Operating Officer; provide timely budget reports.
- Manage outsourced functions; coordinate audit activity to ensure a clean annual audit process and tax return. Manage commercial banking, endowment trust manager, and vendor relationships.
- Maintain a documented system of accounting policies and procedures and manage monitoring and enforcement of said procedures.
- Provide data for all grants accounting throughout the grant/fund period; provide financial reporting materials for government, corporate, and foundation grants. Work with development staff to ensure all funder expectations and requirements are met.

### *Human Resources, Facilities, IT*

- Administer and manage processes related to recruiting, personnel, fringe benefits, and compensation policies and procedures. Administer the employee benefits program; negotiate and execute employee benefit packages including 403B and 457 retirement plans.
- Working with outside brokers, negotiate and manage insurance policies including workers compensation, D&O, property and liability, auto, etc.
- Ensure implementation of human resources policies and procedures including recruitment, compensation and benefits, performance evaluation, training, and exiting processes. Lead non-executive hiring; work with Program Directors in developing job descriptions, handle oversight of job postings, reviewing resumes, screening candidates, checking references. Manage and update the Personnel Handbook to ensure compliance.
- Prepare and maintain employee personnel files. Be available to employees to explain human resources policies, procedures, and benefits. Be available to respond appropriately to complaints and act as witness to and document performance counseling meetings. Ensure annual performance reviews are conducted and properly documented by supervisors.
- Oversee the process of centralized ordering of office supplies, computer and equipment services, etc. Review and/or negotiate equipment leases and furniture purchases.
- Provide guidance and oversight to facilities staff and ensure the repair, maintenance, and safety for three leased/owned facilities are implemented in a cost effective and compliant manner. Negotiate office space lease and renewals.
- Oversee technology direction and budget. Identify needs, evaluate options, and manage outside IT consultants. Ensure effective utilization of technology systems to support finance, accounting, human resources, library, and facilities.

Supervisory Responsibilities: Staff Accountant, Facilities Supervisor, IT consultants

#### *Qualifications:*

*Knowledge, skills, and abilities:* Demonstrated knowledge of all phases of financial management and accounting. Experience with audit, legal compliance, and budget development. Organizational development, human resources, and management experience required. Must possess integrity, credibility, and excellent communication skills. Demonstrated resourcefulness and good judgment. Must be able to perform well under pressure. Excellent computer skills and understanding of information technology systems. Must have ability to handle sensitive and confidential information, prioritize competing work and deadlines, and produce highly accurate work.

#### *Education:*

Undergraduate degree, preferably in Business, Management, Accounting, or Finance, is required.

#### *Experience Required:*

Minimum 10 years of director level management experience in all aspects financial and operational management including at least seven years of experience managing operating budgets of over \$3 million. The ideal candidate has experience for final responsibility for the quality and content of all financial data, reporting, and audit coordination at the national level. Must have experience working independently with a demonstrated proficiency and accuracy in all phases of accounting. Must have experience using QuickBooks. Experience with candidate recruitment, hiring, and on-boarding as well as benefits and payroll administration.

#### *Preferred Education and Experience:*

A CPA is highly preferred. Experience working with Salesforce or other equivalent software, including generating and analyzing reports.

*Physical Demands:* While performing the duties of this job, the employee is regularly required to see, talk, hear, stand, walk, and bend. This is largely a sedentary role; however, some filing and lifting is required to perform the essential functions of the job. This would require the ability to lift 40 pounds, reach and open file cabinets, traverse stairs, bend and stand as necessary.

To Apply:

At the Georgia Historical Society, diversity and inclusion is an integral part of our history, culture, and identity. We are committed to equal employment opportunity without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, disability, or other protected status. We are committed to creating a workforce that is reflective of the larger community. All are encouraged to apply.

Send cover letter and resume to:  
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Georgia Historical Society  
104 West Gaston Street  
Savannah, GA 31401  
Fax: 912.651.2831  
Email: [jobs@georgiahistory.com](mailto:jobs@georgiahistory.com)

*No phone calls please*