



JOSHUA TREE NATIONAL PARK ASSOCIATION

POSITION DESCRIPTION

Position Title: Finance Manager

Type: FT, Permanent, Exempt

Hours: 40 hours per week

Rate: \$65,000 - \$75,000 DOE

Reports To: Executive Director

Supervisory Responsibilities: None

Summary:

Works closely with the Executive Director, Director of Business Operations, and Management team to provide oversight, guidance, and problem-solving assistance on financial systems, procedures, and reports. Authors and maintains reports such as outcomes measurements, return on investments, and data analyses per department. Receives monthly reports from Director/Manager of each department (Retail, Education, Development). Assists in planning and projecting future financial direction. Remains abreast of industry standards, best practices, and guidelines and applies them to fiscal management. Performs grant writing and administration process from grant search and application to final reporting.

Responsibilities and Duties:

1. With input and data from department heads, set up and manage Outcomes Measurements system
2. Manage Restricted funds accounts, including membership and fundraising monies, grants, and donor restricted funds
3. Work with NPS staff in terms of expenditure of funds transferred to the JTNP, and the rules and directives applicable to NPS staff
4. Set up custom monthly reporting for ED/Treasurer as required
5. Complete projections and return on investment (ROI) reports as required
6. Explore, recommend, and manage growth opportunities such as investments; manage investment portfolio with external investment advisor
7. Manage grant processes from investigating opportunities, writing and submitting grants, administering funds, and reporting outcomes according to grant parameters
8. Assist ED and DBO with budget process and execution, including budget modifications as appropriate
9. Examine and recommend updates to internal controls as needed
10. Author and implement needed financial P & Ps
11. Monthly review of management team output as compared to budget; recommend adjustments as needed; complete budget variance analyses
12. Contribute to reports, such as JTNP Annual Report and outreach communications as needed
13. Manage audit/990 process and work actively on same with Director of Business Operations, Executive Director, Accountant, and representatives of audit firm as primary contact
14. Cross-train with Director of Business Operations
15. Manage assessment of risk, risk management, advise regarding insurance coverage, premiums, coverage, etc.
16. Manage obligations under line of credit, including regular review of covenants associated with the agreement and the efficacy of the line
17. Other duties as assigned

Qualifications:

To perform successfully in this position, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Demonstrable proficiency with the Sage accounting program
- Demonstrable ability to provide guidance on high level financial planning issues, to create and manage data reports (outcomes management; return on investment; budget analyses, etc.), and prepare projected financial statements and forecasts
- Demonstrable experience and success in investing company funds, building an investment portfolio, and managing investments in accordance with Board policies
- Demonstrable experience in successfully procuring and administering grants
- Demonstrable experience in working with auditors, insurers, and other such partner agencies

- Familiarity with GAAP as applied to nonprofits, including restricted and unrestricted fund accounting.
- Willingness and ability to review, understand, and abide by all rules, regulations, and directives of an agency of the federal government (NPS) in terms of the partnership relationships between JTNPA and the NPS (prior experience in this area welcome, but not necessary)
- Experience in working with non-profits preferable
- Must have ability to connect to and work within required platforms and programs, including Sage, Zoom, and others as required

Education and/or Experience:

Bachelor's Degree in a related field or equivalent combination of education and experience.

Language Skills

Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or government regulations. Ability to effectively and professionally present information and respond to questions from staff, clients, partners, the Board of Directors, and the general public. The ability to converse in a second language is beneficial, but not required.

Mathematical Skills

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rates, ratios, and percentages. Ability to create, read, and understand profit and loss statements and other financial reports, and ability to understand and engage in advanced financial concepts and processes, including budgeting, investing, and projections.

Certificates/Licenses/Registrations

If required to drive for the organization, must present current, valid Drivers License.

Must provide proof of right to work in the United States.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is regularly required to sit, stand, talk, and hear. The employee is frequently required to walk and to reach with hands and arms. The employee is occasionally required to climb or balance. The employee is occasionally required to lift up to 25 pounds. Fine motor skills are required to operate computer and to manipulate materials. Specific vision abilities required in this position include depth perception, ability to work with a computer screen for extended periods of time, and the ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those encountered by an employee while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is generally performed in JTNPA Headquarters or at JTNPA West, usually under normal office temperatures. Occasionally higher or lower than normal temperatures may be experienced. Noise levels in the work environment are usually moderate. Outdoor activity may be required on an as needed basis but should be expected rarely. In certain cases extreme temperatures and weather conditions may be encountered.
- Limited local travel may be required to attend meetings or events. Attendance at conferences or other trainings is required occasionally; in some cases these gatherings are out of state. Travel fees in such circumstances are absorbed by JTNPA.
- The Joshua Tree National Park Association is committed to compliance with all applicable laws providing equal employment opportunities. This commitment applies to all persons involved in JTNPA operations. JTNPA prohibits unlawful discrimination against any job applicant, employee, or unpaid intern by any employee of JTNPA, including supervisors and coworkers.

My signature below signifies understanding of this position description and agreement to accept this position and abide by the parameters herein.

Name: _____

Signature: _____ Date: _____