

NATIONAL STEINBECK CENTER

POSITION: Director of Finance & Administration

DATE: February, 2008

REPORTS TO: Chief Executive Officer

DEPARTMENT: Finance

OVERTIME STATUS: Exempt

WORK SCHEDULE: Monday through Friday. Some weekends, evenings, and during special events.

I. Basic Function

The Director of Finance and Administration is responsible for the organization's financial plans and policies, its accounting practices and the conduct of its relationships with financial institutions. Directs treasury, budgeting, accounting, tax, payroll, employee benefits, human resources, and business planning activities. Participates in planning and controlling corporate growth and evaluating financial performance against objectives. This position includes a wide variety of work situations and a high degree of complexity because of the highly technical and specialized work involved. Duties are performed with little direction, and decisions are made within organization policy and interpretation of applicable laws and governmental regulations.

II. Organizational Relationships

A. Line

1. Responsible to the Chief Executive Officer for the successful performance of assigned responsibilities.
2. Serve as staff liaison for the National Steinbeck Center Executive Finance Committee.
3. Responsible for the direct supervision of the following:
Contracted vendors (benefits, insurance, bookkeeping, etc.)
Auditors

III. Specific Duties and Responsibilities

A. Ongoing

1. Direct the finance department in providing systems and procedures necessary to maintain proper general accounting records and adequate internal accounting controls and services.
2. Direct Human Resources functions for the organization. Insure regulatory compliance, particularly as it relates to labor laws and company policy. Oversee the employee benefit programs.
3. Analyze financial statements and interpret operating results as they affect the financial aspects of the organization and make specific recommendations which will result in cost reduction, increased efficiency and profit improvement.
4. Direct/coordinate financial planning, budgeting and internal/external audit activities of organization. Analyze departmental budget requests and revenue for reasonableness, review budget variances and recommend corrective action as necessary.
5. Administer a cost accounting system that efficiently details and identifies revenues and expenses. Assist management in the use of the system to control and manage operational costs. Assist Directors in pricing policies and develop standards as staff liaison to the Executive Finance Committee.
6. Work with Chief Executive Officer and Executive Finance Committee to oversee the custodianship of organization endowments, cash and foundation funds and assets. Advise regarding Company investment activities.
7. Develop and maintain cash handling procedures for daily operations.
8. Responsible for contracts and management of the financial risk/insurance program.
9. Coordinate preparation of the financial portion of grant reports and billings to ensure compliance with requirements and policies of funding sources.

10. Account for event related expenses and conduct night-of-event and final event settlements.
11. Develop and monitor a feasible capital structure to ensure adequate availability of capital to meet current and long-term needs. Manage banking relationships to optimize service and minimize cost to the organization.
12. Counsel and advise top management on financial, tax and accounting matters; assure the effective preparation of all tax returns (including sales tax returns).
13. Create, review, and conduct performance appraisals of department staff and take appropriate disciplinary action when deemed necessary.
14. Serve as a member of the National Steinbeck Center Management Team and actively participate in the development of the Company's business plans.
15. Direct new employee orientation for entire staff. Work with Director of Operations to issue keys, badges, personnel handbook, etc.
16. Handle general administrative staff grievances.

B. Other

1. Perform any special projects as directed by the Chief Executive Officer or Board of Trustees.
2. Represent the Company in professional and community activities as deemed appropriate.

IV. Qualifications

1. B.S. College degree in Accounting, finance or comparable field. CPA desired.
2. Minimum five years relevant professional experience in accounting/finance and high-level management experience. Supervisory experience required.
3. Ability to work independently but within the scope of the organization's mission.
4. Museum, special event, non-profit organization experience, desired.
5. Must have extensive use and knowledge of computerized accounting applications and spreadsheet software.
6. Strong analytical ability, good written and oral communication skills, strong knowledge of financial systems and ability to develop solutions for organization financial problems and issues.
7. Strong leadership skills, including ability to motivate, coordinate and work with people at all levels of the organization.
8. Ability to work long, irregular hours as dictated by event schedules and project timetables.
9. An interest in John Steinbeck, his works and/or other literature preferred.

V. Other Requirements

1. Fluency in English. Fluency in Spanish a plus but not required.
2. Ability to handle multiple tasks and projects at one time.
3. Good time management skills.
4. Excellent team player with the ability to work with staff of all levels.
5. Proficient in the use of PC programs, including Microsoft Word, Excel, PowerPoint and Outlook.
6. Must be able to operate general office equipment, i.e. faxing, postage meter, copy machine, etc.
7. Must possess a valid California Driver's License and a vehicle.
8. Must be capable of lifting up to 20 pounds.
9. Must be able to hear and speak clearly.
10. Must be able to alternatively sit, stand, and walk at least 8 hours per day.
11. Must be available some nights and weekends for special events and programs.

The National Steinbeck Center is expanding its team. It seeks passionate, business-minded professionals to provide leadership and institutional success. Opportunities to join this dynamic group of dedicated staff include:

The National Steinbeck Center offers competitive wages and benefits in a fun environment. Please go to www.steinbeck.org for more information. Interested persons please send letter, resume, and salary history to:

National Steinbeck Center
Attn: Personnel Department
1 Main Street
Salinas CA 93901