



Seattle Parks Foundation seeks a Finance Director to provide strategic leadership through organizational planning and financial management.

The Foundation has a successful 11-year history of improving, expanding, creating, and connecting parks, trails, playgrounds and green spaces throughout Seattle. We advocate for sustainable development and stewardship of all the city's parklands and promote research on their environmental, cultural, economic, and health benefits.

We provide fiscal sponsorship, technical assistance, and fundraising services to neighborhood-led green space projects; bring resources to projects in economically or environmentally challenged communities; cultivate private sector philanthropy to support major civic projects; and promote enhanced and innovative public and private sector funding for the entire system.

The Foundation is led by a highly respected, effective and engaged Board of Directors and is funded through a mix of revenues with an emphasis on private sector philanthropy. Our offices are open-plan and we strive to provide a work environment that is creatively challenging, respectful, supportive, and fun.

**JOB DESCRIPTION: Finance Director**

0.6 FT

Reports to Executive Director

1/12/12

**Financial Management and Bookkeeping**

- Work with Executive Director to develop and oversee long term financial strategies that support Seattle Parks Foundation's mission and strategic plan
- Manage all day to bookkeeping activities, including bimonthly payroll
- Lead budget development process
- Manage, prepare, and administer all financial analyses and planning, including financial statements, budgets, long-range forecasts and trends, financial models, and key performance measures, and all monthly, quarterly, and annual financial reports
- Staff SPF finance, investment, and audit committees
- Prepare quarterly and annual tax forms
- Assist with annual audit and 990preparation
- Monitor current SPF investments

**Project Planning, Implementation, Assessment and Tracking**

- Manage implementation of an expanded fiscal sponsorship program
- Work with program staff to identify and assess potential program and partnership initiatives

- Work with community groups and the program team to develop, execute and oversee fiscal sponsorship contracts
- Develop and implement procedures for project tracking including financial reports, grant and contribution tracking, contractor and reimbursement approvals and payments
- Work with program staff to develop and implement program evaluation criteria and processes

#### **Administration and Human Resources**

- Coordinate staff to manage IT, and facilities issues, and generally ensure smoothly functioning office administration
- Research, negotiate and oversee all organizational insurance contracts
- Work with the Executive Director and other supervisors to coordinate and integrate staff evaluation processes with budget and financial plans
- Manage benefits package
- Ensure accurate and complete recordkeeping and personnel files
- Coordinate job searches and hiring processes with hiring managers

#### **Desired Qualifications**

- Degree in accounting or finance
- 5+ years non-profit experience

#### **To Apply**

Qualified candidates should send a cover letter and resume to [greta@seattleparksfoundation.org](mailto:greta@seattleparksfoundation.org) or 105 South Main Street, Ste. 235, Seattle, WA 98104. Position is open until filled. No phone calls, please.

Seattle Parks Foundation is an Equal Opportunity Employer and affords equal employment opportunity to all individuals, regardless of race, creed, color, religion, gender, national origin, ancestry, age, marital status, veteran status, disability, medical condition, gender identity, or sexual orientation.