



Director of Finance and Administration

ABOUT:

Botanica, The Wichita Gardens, is a botanical garden located in the Riverside neighborhood of Wichita, KS. Botanica opened in 1987 and hosts thousands of guests each year. Winner of multiple national and regional awards, Botanica is known for its robust plant collections, outdoor sculptures, annual tulip display, and holiday light show. The volunteer core work in a variety of capacities across the gardens and are instrumental members of the Botanica Team. Botanica is an Equal Opportunity Employer (EOE).

This is a full-time, 40 hours per week, position. Benefits include health and dental insurance, paid holidays, and accrual-based paid time off. This position is expected to attend all major events.

DISTINGUISHING FEATURES OF WORK

The Director of Finance and Administration will be a strategic thought-partner with the ability to collaborate with a Team of staff and volunteers. They will take direction and report to the Executive Director (ED). The successful candidate will be a proactive hands-on manager. They will lead the following areas: finance, business planning and budgeting, human resources, administration, select earned revenue lines, and IT.

The Director of Finance and Administration will play a critical role in partnering with the senior leadership team in strategic decision making and operations as Botanica continues to enhance its quality programming and build capacity.

EXAMPLES OF WORK PERFORMED

Financial Management

- Receive, process, verify, and reconcile invoices. Complete payments in a timely manner. Reconcile monthly statements and resolve discrepancies. Maintain records and ensure compliance.
- Analyze and present financial reports in an accurate and timely manner; clearly communicate monthly and annual financial statements; collate financial reporting materials for all donor segments, and oversee all financial, project/program and grants accounting.
- Coordinate and lead the annual audit process, liaise with external auditors and stakeholders as necessary.
- Oversee and lead annual budgeting and planning process in conjunction with the ED; administer and review all financial plans and budgets; monitor progress and changes; and keep senior leadership team abreast of the organization's financial status.
- Manage organizational cash flow and forecasting.
- Implement a contracts management and financial management reporting system; ensure that the contract billing and collection schedule is adhered to, and that financial data and cash flow are steady and support operational requirements.
- Update and implement all necessary business policies and accounting practices; improve the



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finance department's overall policy and procedure manual.

- Oversee part-time finance department staff and contracted services.
- Effectively communicate and present financial matters to the ED.

Human Resources, Technology and Administration

- Further develop Botanica's human resources and administration, enhancing professional development, compensation and benefits, performance evaluation, training, and recruiting.
- Ensure that recruiting processes are consistent and streamlined.
- Establish and manage a comprehensive training program to provide professional development for employees and volunteers in key roles.
- Work closely and transparently with all external partners including third-party vendors and consultants.
- Oversee administrative functions as well as facilities to ensure efficient and consistent operations as the organization scales.
- Manage IT vendors, contracts, technology related projects and services to the Gardens
- Collaborate with public partners on projects.
- Oversee rentals and manage retail procedures and inventory.

REQUIREMENTS OF WORK

- Proficiency in the use of applicable computer software (QuickBooks, Microsoft Suite (Word, Outlook, Excel, Teams) and payroll databases.
- Ability to effectively plan, organize and provide instructions for the work of others.
- Ability to maintain records and prepare reports.
- Ability to follow verbal and written instructions.
- Ability to develop and maintain effective working relationships with associates, representatives of other organizations, and the public.
- Ability to communicate clearly and effectively, both orally and in writing.
- Ability to work extended and/or irregular hours including nights, weekends and holidays, as needed.
- Ability to tolerate airborne nuisances associated with open grounds and windy conditions.
- An employee shall not pose a direct threat to the health or safety of other individuals in the workplace.
- Ability to acquire and maintain a valid Kansas Driver's License.

REQUIRED EXPERIENCE AND TRAINING

- Minimum of a BA.
- At least seven to ten years of overall professional experience; ideally six-plus years of broad financial and operations management experience in a non-profit organization.
- The ideal candidate has experience of final responsibility for the quality and content of all financial data, reporting and audit coordination for either a division or significant program area, and has preferably overseen a human resources function previously.



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- Ability to translate financial concepts to – and to effectively collaborate with -- programmatic and fundraising colleagues who do not necessarily have finance backgrounds.
- A track record in grants management.
- Technology savvy with experience selecting and overseeing software installations and managing relationships with software vendors; knowledge of CRMs, accounting, and reporting software.
- Commitment to training programs that maximize individual and organization goals across the organization including best practices in human resources activities.
- A successful track record in setting priorities; keen analytic, organization and problem-solving skills which support and enable sound decision making.
- Excellent communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders.
- A multi-tasker with the ability to wear many hats in a fast-paced environment.
- Personal qualities of integrity, credibility, and dedication to the mission of Botanica.

PREFERRED QUALIFICATIONS

- MBA/CPA or related degree.
- Experience working in an arts and culture organization or educational institution.

APPLY FOR THIS POSITION

- Email a cover letter and current resume to jobs@botanica.org for employment consideration.