

Mount Rushmore Society

Position Title: Director of Finance

Reports to: Chief Executive Officer

Exempt/Non-Exempt Status: Exempt

Summary:

Mount Rushmore Society is the official nonprofit partner (501-c-3) of Mount Rushmore National Memorial. We partner with the National Park Service to create memorable opportunities for all people to experience, preserve and be inspired by Mount Rushmore. Our mission of support through fundraising will ensure preservation of this iconic American symbol into the future.

The Director of Finance will work with the CEO and Board of Directors to support the National Park Service (NPS) by fostering a professional culture of partnership and philanthropy while providing the highest level of financial integrity and reporting. This person will be actively engaged in carrying out all aspects of financial reporting, including donated funds, grants, membership revenue and earned revenue through our retail activities.

This position provides the opportunity for a seasoned financial officer to play a key role in supporting a dynamic organization. The right candidate will represent the Mount Rushmore Society and its mission accurately and positively, and will contribute to the success of a collaborative, team-oriented environment, and a culture of philanthropy among associates, donors, volunteers, and partners.

Purpose/Brief Description

The Director of Finance (DF) oversees the finance, accounting, and accounts payable functions including supervision of part-time accounting staff. The DF ensures Mount Rushmore Society (MRS) complies with generally accepted accounting principles and that it maintains the highest degree of data integrity and transparency at all times. The DF ensures accurate and timely preparation of all financial statements, reports and other related materials and has overall responsibility for the integrity of financial data and information for MRS. The DF is a member of the senior leadership team and actively participates in strategic planning and execution, assesses and reports out financial risks and opportunities and helps to set and track financial goals, objectives and budgets.

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from being required or assigned.

- Responsible for the recruitment, onboarding, performance management, development, and retention of support staff in the accounting role.
- Plans, directs and supervises the accounting and budgeting activities of the MRS to ensure that applicable laws, regulations, policies, procedures and professional standards are followed.
- Oversees and ensures the timely preparation of monthly statement of financial position, statement of activities, cash flow projections, and other financial reports to support the board of directors' fiduciary responsibilities. Prepares analysis and forecasting projections as requested.
- Ensures the proper internal controls are in place to safeguard the MRS assets.
- Directs the annual budgeting process and projects long-range financial planning for review by the CEO and board of directors.

- Manages personnel files, including processing payroll twice monthly. This includes submission of data to bank for processing of direct deposits. Prepares payroll reports for processing of quarterly reports and W-2s.
- Recommends and supervises special accounting studies and accounting software updates as needed.
- Assesses and recommends suitable investment options for excess financial resources and executes investment decisions at the direction of the CEO and Investment Committee of the board.
- Reviews and files all IRS forms and payments required, including but not limited to 990, 1099, sales taxes and employment taxes.
- In collaboration with the CEO, creates and files NPS-1040 annual financial report and associated materials to the National Park Service.
- Ensures the retention and destruction of documents according to the guidelines in MRS Documents Retention Policy.
- Coordinates with the board-appointed external auditors to plan and execute financial audits.
- Establishes and maintains beneficial banking relationships.
- Establishes and maintains employee benefit relationships; establishes and maintains a beneficial relationship with the organization's retirement fund administrator; oversees benefit program enrollments and activities.
- Ensures all money handling procedures minimizes risk of losses and maximizes employee safety.
- Presents financial performance information to board of directors and executive committee meetings. Provides staff support to Investment Committee. Presents financial information and cooperates with partners to ensure full transparency in inter-organizational transactions.
- Maintains the highest ethical principles. Ensures that conflicts of interest are avoided and if discovered, are disclosed immediately to the CEO or board of directors.
- Partners with the CEO to help MRS achieve its strategic goals, including fostering and cultivating productive relationships with the National Park Service and park partners, as well as assisting the Director of Philanthropy in receipt of gifts and recognition through receipts and documentation.
- Advises senior leadership team and CEO in developing new business, including identifying new funding opportunities, drafting prospective budgets, and determining cost effectiveness of new endeavors.
- Maintains knowledge of and communicates to senior leadership team and board of directors the laws, policies, and practices relating to financial accounting, reporting and budgeting for nonprofit organizations, purchasing, cash management, auditing and other related functions.
- Operates a personal computer, general office equipment, or other equipment as necessary to complete essential functions, to include the use of accounting software, point of sale, merchant services and inventory management software, spreadsheets, database, email and other systems software.

Additional Functions

Performs other duties as required.

Minimum Qualifications and Characteristics

Bachelor's degree in Accounting, Finance, Business Administration, or closely related field is required; CPA or MBA preferred; supplemented by five (5) years' experience in staff supervision as well as nonprofit accounting, including sophisticated fund accounting and grant administration, legal and risk compliance, audit, budget and resource development, and strategic planning. Knowledge of accounting systems, financial reporting requirements, and operating businesses in the state of South Dakota. Strong analytical and problem-solving skills, including proven ability to multi-task, plan, organize and prioritize work for self and others.

Demonstrated ability to develop, communicate and motivate staff to achieve goals and improve organization efficiency. Proven ability to provide superior customer service to all internal and external constituents. Excellent verbal and written communication skills with the ability to present complex information to a variety of audiences.

Performance Aptitudes

- Mathematical aptitude, self-explanatory.
- Requires the ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations and data analyses to form operational strategy.
- Requires the ability to function in a managerial capacity, to recruit, develop and retain a team focused on obtaining the goals and mission of MRS.
- Requires the ability to exercise judgment, decisiveness and creativity in situations involving broader aspects of organizational programs and operations, or the direction, control and planning of an entire program or set of programs.

Work Environment. Primary location will be at 830 Main Street, Rapid City. Occasional travel will be required to Mount Rushmore National Memorial. Occasional evening and weekends may be required to accomplish tasks. Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting or moving of objects and materials of light weight (10-15 lbs.). Tasks may involve extended periods of time at a keyboard, workstation, or in meetings.

Enthusiasm and optimism for the mission-driven work of the MRS is a must. Must be positive, team oriented, and believe in doing your part to enhance an atmosphere of mutual respect among co-workers. A sense of humor and genuine commitment to clear, kind and professional communication is also a must.

Starting Salary: Commensurate with experience, plus benefits.

Benefits include a generous package which includes a retirement program, medical and dental insurance, 10 paid holidays, etc., but moreover, having the opportunity to live and work in the beautiful Black Hills of South Dakota and contribute to sustaining and enhancing the message of Mount Rushmore National Memorial is our finest benefit.

Candidates must submit a resume and a cover letter which clearly expresses an understanding of the job requirements and a genuine interest in the position to Careers@mtrushmore.org . Note: CEO is a stickler for following these instructions for consideration. Job open until filled.

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