Director of Finance and HR (full-time)

As a member of Planting Fields Foundation’s senior team, the Director of Finance and HR must understand and help to sustain the institution’s mission. The Director of Finance reports directly to the Executive Director and works closely with the Treasurer and Audit and Finance Committee to implement the financial and business objectives of the Museum. As an integral member of a small team, the Director of Finance and HR must have extensive experience in non-profit financial management and specifically creating budget and tracking systems, managing payroll, forecasting, analysis, accounts payable, accounts receivable, and financial reporting.

Duties + Responsibilities
This individual will lead all financial and HR initiatives including, but not limited to the following:

- Develop and monitor the operating and capital budgets and oversee the accounting and related financial activities of the organization, including the preparation of monthly and annual financial statements; project and grant reports to ensure compliance with requirements and polices of funding sources; and cash flow statements that will assist the Executive Director and department heads in the management of the institution.
- Oversee the financial aspect of earned income activities of the organization, such as tour fees, programs, gift shop, and special event revenues. Responsibilities in this area include financial projections and developing solid business plans with objectives and goals.
- Work closely with the Treasurer and Audit and Finance Committee in support of the effective oversight of the organization’s financial assets, including its restricted, temporarily restricted, and operating assets.
- Serve as main point of contact for independent auditors to complete the annual financial statement audit and IRS Form 990, preparing schedules and providing backup documentation as required.
- Provide for the full utilization of computerized fund accounting applications designed to accurately track all income and expenses according to regular and project accounts.
- Serve as director of human resources, overseeing all aspects of employee hiring, performance management systems, separations, as well as employee compensation and benefits.
- Maintain personnel records and personnel manual, negotiate with vendors regarding benefit offerings, enroll all new employees, and keep employees informed about benefit eligibility.
- oversee payroll system.
- Coordinate annual 5500 filing for retirement plan, workers compensation audit, and any additional required filings.
- Assist the Executive Director in setting the appropriate policies, systems, and procedures to initiate and monitor financial policies that will ensure safe cash management procedures, and timely handling of accounts payable, receivable, and payroll.
- Experience with cloud-based systems such as Neon CRM. Demonstrate basic technologic skills and enthusiasm to learn new technology.
Qualifications + Requirements

- Bachelor’s Degree or higher in business administration, accounting, finance, or related discipline
- Accounting designation (CMA, CGA or CA), or an equivalent combination of related experience and education
- 5-7 years of financial management experience; preferably in non-profit
- Strong interpersonal and communication skills; able to work well with others
- Proficiency with accounting software and experience with software system implementation (specifically with Quickbooks)
- Proficiency with Point of Sale
- Exceptional knowledge of finance, accounting, budgeting, and Generally Accepted Accounting Principles (GAAP).

Additional Information

This is a full-time position based in Oyster Bay, New York. Employees are eligible to participate in a generous benefits program. Salary range is $70,000-$80,000.

Planting Fields Foundation is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. Planting Fields Foundation makes hiring decisions based solely on qualifications, merit, and business needs at the time.

To apply, send a resume and letter of interest (both in PDF format) to gwouters@plantingfields.org.

About Planting Fields

Planting Fields Foundation strives to preserve and make relevant to all audiences the heritage of Planting Fields, an early 20th century 409-acre estate, designed as an integrated composition of the built and natural world. Founded in 1952 by William R. Coe, the Foundation is a not-for-profit public educational foundation chartered by the New York State Board of Regents and tax exempt under the status for a 501C3 organization. Located in Oyster Bay, New York and originally landscaped by the Olmsted Brothers of Brookline, Massachusetts, the Arboretum grounds feature 409 acres of greenhouses, rolling lawns, formal gardens, woodland paths and outstanding plant collections. The original historic estate buildings remain intact including Coe Hall, a 65-room Tudor Revival mansion designed by Walker & Gillette. The interior of the house is a showcase of artistry and craftsmanship and features a distinctly American aesthetic through original ironwork commissions by Samuel Yellin and murals painted by artists Robert Winthrop Chanler and Everett Shinn. Planting Fields is included in the National Register of Historic Places. Learn more at www.plantingfields.org