**Title:** Chief Financial Officer (CFO)

**Position Reports To:** President/CEO

**Direct Reports:** Accountant, Director of Retail, Environmental and Ecological Services (EES) Project Manager

**About Butterfly Pavilion:** Here at Butterfly Pavilion, we transform the way people think about invertebrates. These small but mighty animals that surround us are so much more than people think. They are everywhere because everything depends on them. They are the hidden heroes of the animal kingdom. Established in 1995, Butterfly Pavilion is a leader in invertebrate knowledge, inspiration, and connection, working to foster an appreciation of these critical animals by educating the public about the need to protect and care for threatened habitats globally, while conducting research for solutions in invertebrate conservation. In 2014 Butterfly Pavilion became the first and only stand-alone invertebrate zoo to be accredited by the Association of Zoos and Aquariums (AZA). Butterfly Pavilion now leads over 238 AZA-accredited zoos in invertebrate education, conservation, and welfare. Whether it is providing unique, hands-on learning experiences in our exhibits and educational programs, conducting new research that sets the standard for zoos across the country or building innovative solutions for species and habitat conservation in countries around the world, Butterfly Pavilion is leading the way in ensuring invertebrates are protected for the future. Additionally, Butterfly Pavilion is certified as a Service Enterprise, an organization that fundamentally leverages volunteers and their skills to successfully deliver on its social mission. As a certified Service Enterprise, we have fully integrated our volunteers into our team, becoming more adaptable, sustainable, and impactful.

We are committed to providing the most enriching, world-class experience for our audience, being recognized as a scientific authority, and being the leading educational resource on invertebrates. To this end, Butterfly Pavilion has launched Emerge, a $55 million capital campaign, to expand Butterfly Pavilion into the center for invertebrate research and conservation in a brand new, 81,000-square-foot state-of-the-art facility in 2027.

A large part of who we are as an organization is how we interact with each other.  Valuing our facility, guests, donors, and our team is a priority, without these puzzle pieces we can’t make it all work, these Core Values guide us throughout our day. We **Love What We Do** at Butterfly Pavilion, we **Make Science Cool** by **Going Above and Beyond** for all guests, donors, and team members while also **Leading Change** in invertebrate conservation.  **We Know Our Stuff** and work to have a healthy culture by **Being Positive** and **Welcoming to All.** These aren’t just words, but words for us to live by here at Butterfly Pavilion.

**FLSA:** Full Time/Exempt 40+ hours per week

**Salary/Hourly Rate:** $120 -$125K +Full Benefits

**About our Future Chief Financial Officer:** The ideal candidate for Butterfly Pavilion’s Chief Financial Officer (CFO) position is an established nonprofit leader who has an entrepreneurial spirit and can support the CEO’s vision in evolving the organization into a world-class center for invertebrate education, research, and conservation. This person is a strategic and analytical thinker with an eye for detail and a commitment to the long-term financial sustainability of the organization as it enters a period of substantial growth. They are an instrumental part in leading organizational growth and mission fulfillment, ensuring that revenue forecasts accurately guide decision making at the organization and that expense management aligns with the fiscal plan. They are a methodical data analyst, enthusiastic and ambitious, demonstrate superior communication skills, and are able to convey financial information to various stakeholders with differing levels of financial acumen.

**Position Summary:** The Chief Financial Officer (CFO) is responsible for and directs all financial functions, including financial planning and reporting, budgets, forecasting, investments, risk management, and loss control. The CFO is a senior member of the Executive Leadership Team, a member of the Finance Committee, New Building & Site Committee, and a staff financial advisor to the Board of Directors.

**Essential Functions & Responsibilities:**

* Oversee all aspects of finance and accounting functions of Butterfly Pavilion
* Maintain accurate and timely reporting of financial condition and results for both external and internal use
* Provide interpretation of financial results for Senior Leadership and the Board of Directors
* Establish and ensure compliance with internal controls which safeguard the assets of Butterfly Pavilion and contribute to accurate reporting
* Supervise the daily operation of the accounting department, including revenue accounting, accounts payable, payroll, benefit payments, and cash flow management
* Manage annual operating and capital budget processes and report monthly on the operating budget variances with recommendations for direction
* Develop and maintain written accounting policies and procedures
* Manage internal and external audits
* Provide oversight for retail operations, including onsite and online sales
* Provide oversight for sustainable environmental business ventures - fee for service programs (Environmental and Ecological Services)
* Provide financial information and reports as needed for grant applications and reports and review and analyze contractual agreements and grant proposals
* Manage and maintain all daily POS reconciliations
* Prepare and file monthly state, local, and city, sales and use tax
* Develop recommendations to strategically advance financial performance and new business opportunities
* Support strong relationship with Executive & Senior Leadership team as to identify needs, provide financial guidance and seek full range of business solutions
* Analyze, interpret, and communicate financial operations/capital campaign performance to provide information, guidance to CEO, Finance Committee, New Building & Site Committee, and Board of Directors
* Builds proformas supporting programs, operations, and capital campaign success
* Oversee information technology (IT) function

**Competencies:**

1. Detail-oriented
2. Decision making
3. Strategic thinking
4. Financial/fiscal management
5. Business acumen
6. Analytical thinking
7. Ethical conduct
8. Technologically-savvy

**Qualifications/Experience:**

* Seasoned leader with 10+ years of experience in nonprofit accounting and financial leadership
* CPA, MBA, or equivalent training and experience
* Strong written, verbal, and analytical skills
* Ability to work independently and to manage multiple assignments and deadlines
* Skilled in use of a variety of computer applications including word processing, spreadsheets, and data base management
* Experience in developing policies and procedures and strategic plans
* Strong IT competency (preferred)
* Expert in principles and practices of accounting including budgeting, auditing, purchasing, property control, financial markets, banking, and risk management
* Experience overseeing multi-funded organizational finances including governmental grants and grant reporting
* Must be analytically minded with experience evaluating financial data.
* Highly confident in communication and leadership
* Experienced in coaching and mentoring employees to create a culture of enthusiasm and commitment based upon organization’s Butterfly Pavilion’s core values.
* Expertise managing an accounting database; familiarity in Paylocity and ATMS+ is a plus
* Skilled in MS Office 365 and Teams
* Strong knowledge of IT systems, infrastructure, and business technology.
* Outstanding internal and external customer service abilities, including easily building rapport with staff, governmental and private agencies, Board of Directors, and clients from culturally diverse backgrounds.
* Familiarity with inventory and property finance accounting.

**Work Environment / Physical Requirements:** While performing the responsibilities of this position, these work environment characteristics are representative of the environment the position will encounter. Reasonable accommodation may be made to enable people with disabilities to perform this position's essential functions.

At Butterfly Pavilion, the employee is occasionally exposed to moderate to loud environmental noise for extended periods of time.

While performing the responsibilities of this position, the employee is required to see, talk, and hear. The employee is often required to sit and stand, use their hands and fingers, to handle/feel/grasp. The employee is occasionally required to reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close vision. Employees should be able to lift, carry and items up to 50 lbs.

**How to Apply:** Butterfly Pavilion is an Equal Opportunity Employer and encourages people of all backgrounds to apply for open positions and does not discriminate on the basis of race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or veteran status.

Applicants must submit a Resume and Cover Letter to the following link: [**https://butterflies.applicantpro.com/jobs/1299283-20970.html**](https://butterflies.applicantpro.com/jobs/1299283-20970.html)

Position is open until filled.

No phone calls or drop-ins please.