



GIRL SCOUTS HEART OF THE SOUTH JOB DESCRIPTION

TITLE: Director of Finance

REPORTS TO: Chief Executive Officer

Classification/FLSA Status: Regular, Full-time, Exempt

LOCATION: Memphis Service Center

POSITION SUMMARY: The Director of Finance serves as a member of the Executive Leadership team charged with managing and controlling all financial-related activities to improve and maintain the financial health of the council, and day-to-day responsibilities of developing and administering the Council's strategic plan. This position oversees Finance, Retail, Product, and Human Resource services to ensure these operate efficiently and effectively while supporting the mission of Girl Scouts and complying with appropriate federal and state guidelines. The Director of Finance supports the work of the Board of Directors by serving as the Council lead responsible for preparing reports and analysis to support effective governance and decision-making of the Finance Committee and Audit/Risk Management Committee.

The position is full-time with a competitive benefit package including medical, dental, and vision insurance, as well as generous paid time off and a retirement plan. The minimum starting salary for this position is \$70,000 and is commensurate with experience.

Essential Duties & Responsibilities:

- Manages Finance and performs the day-to-day operations to ensure accurate and timely processing of financial transactions, financial reporting, and alignment with accounting standards.
- Oversees financial and operational audits, employee benefit plans, accounting and payroll, and prepares regulatory filings.
- Supports the CEO in leading the development of the Council's budget and operating plan; and ensures that resource allocation and utilization reflects and facilitates the achievement of the council's strategic plan.
- Develops and implements financial policies and procedures that govern the organization's financial operations and ensures the transparency of financial reporting and communications with stakeholders.
- Responsible for managing and tracking the Council's banking, endowment, and financial investments.
- Provides financial analysis, reporting, and forecasting to CEO and the Board of Directors that estimate impacts of council initiatives.
- Collaborates with human resources services to ensure effective recruitment, training, and performance management processes and employee policies are in effect.
- Oversees the work of the retail and product teams to ensure Council's financial and strategic goals are met.
- Ensures that all council financial operations are carried out in compliance with Generally Accepted Accounting Principles (GAAP), local, state, federal, and not-for-profit regulations, guidelines, and laws.
- Promotes and demonstrates cultural competence by role modeling behaviors of trust, respect and inclusivity to effectively communicate and work with stakeholders from diverse backgrounds in an environment in which all people with unique perspectives and experiences can succeed.



- Active participation in the development of environments that foster diversity, equity, inclusion, and access through words, actions, and attitude.
- Performs other duties as necessary or assigned.

Required Skills/Abilities:

1. Expertise in financial accounting and reporting.
2. Proven ability to manage budgets and financial planning.
3. Significant experience in financial management.
4. Excellent verbal and written communication skills.
5. Strength in strategic planning, problem solving and project management with an attention to detail.
6. Ability to leverage critical thinking skills, especially around data, to make impactful business decisions.
7. Ability to work a flexible schedule including evenings and weekends.
8. Travel throughout council jurisdiction up to 20% of the time.
9. Capability to provide own transportation and maintain valid operator license.
10. Proficiency with Microsoft Office Suite, Office 365, PowerPoint, Word, Excel, and internet technology.
11. Registration as a member of Girl Scouts Heart of the South.

Education and Experience:

1. Bachelor's or higher in Finance or Accounting or equivalent experience with 7 years of directly related work experience, and at least 4 years of leadership experience. Advanced degree preferred.
2. Demonstrated ability to foster cross-functional collaboration, inclusion, and integration for Council success.
3. Proven record of managing others through strategic execution and goal achievement including at the C-Level.
4. Experience in fund accounting or nonprofit accounting preferred.
5. Experience with NetSuite and Sage 300 accounting software or similar software program desired.
6. Experience managing operating budgets of at least \$4 million.
7. CPA or MBA preferred.
8. Executive team and Board experience preferred.

Physical Requirements:

The incumbent is in a non-confined office setting in which they are free to move about at will. The environment for this position is clean and comfortable. Work is performed in a normal indoor environment with limited exposure to outdoors. Girl Scouts Heart of the South is a drug-free/smoke-free workplace. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee must be able to withstand:

1. Prolonged periods sitting at a desk and working on a computer.
2. Operate office equipment manually.
3. Must be able to lift and/or move up to 25 pounds at times.

Core Competencies:

- Financial Acumen
- Business First Mindset
- Leadership and Stewardship
- Critical Thinker
- Digital, Virtual and Technical Proficiency
- Relational Intelligence
- Learning and Innovation
- Communicator
- Customer Centric
- Social Justice and Inclusion (DEI)



OUR COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION:

At Girl Scouts Heart of the South, we are committed to our future and what that looks like for all girls everywhere. We recognize that each employee and each member has unique experiences, perspectives, identities, and viewpoints that add value to our inclusive community. We are an organization that is rooted in values set forth in our [Girl Scout Law](#), including honesty, fairness, caring, courage, and respect for self and others. All of these are hallmarks of Girl Scouts' broader commitment to diversity, equity, inclusion, and racial justice.

NOTE: This document describes typical duties and responsibilities and is not intended to limit management from assigning other work as required. It should not be interpreted as all inclusive. It is intended to provide a summary of the job and job segments. Any essential function or requirement of this job will be evaluated as necessary should an applicant be unable to perform the function due to a disability. Nothing in this job description restricts management's rights to assign or reassign duties and responsibilities of this job at any time.

Girl Scouts Heart of the South is a proud Equal Opportunity/ Affirmative Action Employer, we will consider applicants for all positions without regard to race, color, religion, national origin or ancestry, sex, age, disability, veteran status, or any other legally protected status under local, state, or federal law. We encourage applicants with diverse backgrounds to apply.

Find Girl Scout careers at www.girlscoutshs.org under the About/Careers tab.
Submit resume and application to jobs@girlscoutshs.org