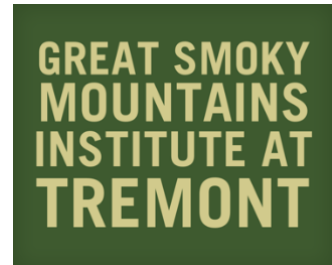


NOW HIRING: Director of Finance



[Apply online.](#)

Job Type: Full Time

Location: Townsend, TN inside Great Smoky Mountains National Park

Compensation: Starting at \$65,000 annually

Benefits: Medical insurance, dental insurance, paid annual leave, paid holidays, paid sick leave, doubled holiday pay, retirement matching, free meals, program discounts, Tremont Visitor Center discounts, [and more.](#)

ABOUT US

Great Smoky Mountains Institute at Tremont is a nonprofit environmental education center located inside Great Smoky Mountains National Park in Townsend, Tennessee. Our mission is to connect people to nature through immersive experiences that spark curiosity and wonder. [Learn more about us.](#)

OUR VALUES AND CULTURE

- We create experiential education programs focused on the natural world, knowing such learning and research opportunities are uniquely suited to bring about life changing outcomes in individual passion for learning, sense of worth, and behavior.
- We believe a lost connection with the natural world can be repaired beginning with experiences that take place in the original classroom—the outdoors. We believe such experiences produce cascading results that enrich individual lives, strengthen communities, and empower community members.
- We celebrate the distinctive setting the Great Smoky Mountains National Park (GSMNP) provides as a living laboratory to explore the biodiversity that forms the building blocks of healthy ecosystems, examine past and present human impacts on the land, and navigate questions about how to best support the land that supports us.
- We carry out our mission with both urgency and joy, recognizing that the work of connecting people and nature could not be timelier.

We are seeking an individual to serve as a strategic thought partner on the leadership team, providing oversight in the areas of finance, salary and benefits, business planning, and budgeting.

KEY AREAS OF RESPONSIBILITY The following duties are normal for this position. The omission of specific statements of the duties does not exclude them if the work is similar, related, or a logical assignment for this position. Other duties may be required and assigned by the supervisor.

FINANCIAL MANAGEMENT

- Manages all organizational bank, credit and merchant accounts related to revenue and expenses.
- Manages internal control process for all financial transactions.
- Oversee bookkeeping functions of accounts payable and receivable.
- Prepares and enters invoices in accounts payable, collects signatures on checks, and issues payment.
- Reconciles accounts receivable and attempts collection of overdue invoices.

- Compile, analyze and present month-end and year-end data for financial reports for CEO and Board in an accurate and timely manner. Clearly communicate monthly and annual financial statements.
- Coordinate and lead the annual audit process; liaise with external auditors and the finance committee of the board of directors; take actions to improve business practices based on audit results.
- Coordinate annual review of Investment policies and account performance with board Finance Committee and investment management company.
- Prepare/submit year-end 1099 and W-2 forms/reports, 550 pension reporting.
- Oversee and lead annual budgeting process in conjunction with President/CEO; administer and review all departmental budgets; monitor progress and changes. Improve expense & income tracking and reporting processes, utilize cost-benefit and break-even analysis; assist program team in forecasting new programs.
- Manage government accounts related to federal, state and local funding.
- Works to oversee grant income and expense tracking, provides financials for grant reporting purposes, work with senior leadership to identify organizational capacity for grant seeking purposes
- Works with Development Manager to ensure accurate tracking of donations, provides assistance for Legacy and Estate gifts
- Leads Financial Aid application process for groups and individuals.
- Manages annual renewal, insurance claims for property, auto, cyber and other risk claims

PERSONNEL & ADMINISTRATION

- Analyzes wage/salary/ benefit reports and data with senior leadership team to determine competitive compensation plans.
- Manages health insurance and other employee benefit packages, including retirement contributions.
- Maintains compensation recaps and benefits plan participation such as insurances and retirement.
- Consults with CEO and Board Operations committee to ensure employment policies, program and record-keeping policies comply with federal and state law.
- Administers performance review program ensure effectiveness, compliance and equity.
- Oversee & enforce personnel policies including: TEL, workers comp claims, shared leave, Pet policy.

LEADERSHIP

- Member of leadership team in planning and implementing both short and long term strategies in support of the Institute's mission, strategic plans and day-to-day operations.
- Oversee Admin Manager's duties with:
 - Payroll processing, including adding/removing staff & adjustments
 - Onboarding & offboarding processes: Job Postings, Applications, and New hire paperwork, exit interviews, ADP entry and upkeep
 - Annual employee trainings in compliance with state and federal policies.
 - Gift store management, inventory and staffing
- Oversee Registrar duties including:
 - Accounts receivable / invoicing
 - Enrollment reporting and tracking

- Database Management

ADDITIONAL DUTIES:

- May be asked to operate a motor vehicle.
- May be asked to attend offsite meetings.
- May be asked to attend serve as interim CEO
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

Experience and Education: Any equivalent combination of education, training, and experience, which provides the requisite knowledge, skills, and abilities for this position. This may include a bachelor's degree in relevant field such as: business administration, finance, or accounting. Or previous experience (of more than 3 years) in related field or non-profit, including demonstrated success in managing a team of people.

Performance Aptitudes:

- **Analytical Thinking:** Requires the ability to analyze data and problems
- **Leadership:** Effectively create conditions that motivates and guide individuals toward task achievement while maintaining a supportive and productive work environment working toward a shared vision.
- **Planning, Organization, and Problem Solving:** Able to set short term and long term goals and meet deadlines. Effective use of procedures to monitor/regular tasks and activities of team members and self.
- **Safety:** Monitors and models safe work habits.
- **Teamwork:** Able to communicate, support, and cooperate with others to achieve company goals.
- **Vehicle Utilization:** Requires possession and maintenance of a valid driver's license.

The Great Smoky Mountains Institute at Tremont is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, GSMIT will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

[Apply Online](#)