



JOB DESCRIPTION

DEPARTMENT: Administration	TITLE: Chief Financial Officer	REPORTS TO: Chief Executive Officer
DATE EFFECTIVE: November 15, 2021	FULL-TIME or PART-TIME: Full-Time	EXEMPT or NON-EXEMPT: Exempt

MISSION

Enriching lives through plants and nature.

VISION

San Antonio Botanical Garden is a world-class garden recognized for outstanding horticulture displays, botanical diversity, education, conservation, and experiences that connect people to the natural world. The Garden embraces the sense of place that makes San Antonio unique.

VALUES

Conservation, Education, Inclusion, Innovation and Stewardship.

ABOUT THE SAN ANTONIO BOTANICAL GARDEN

Located along the center of the city’s cultural corridor, San Antonio Botanical Garden (SABG) was established in 1980 and is a 38-acre living museum of native and imported plant life for visitors to appreciate, learn from and enjoy. The Botanical Garden completed a \$40M capital expansion plan in spring 2020 creating stunning gardens, state-of-the-art facilities and amenities that provided tremendous growth opportunities across all areas of the organization. Since the recent privatization of the management of garden operations from the City of San Antonio in January 2019, and the hiring of the organization’s first CEO in the fall of that same year, by 2021 the Botanical Garden increased annual visitation to a projected record 225,000 guests, grown membership households by 75% to 12,000, and doubled the annual operating budget to \$9.7M in CY 2022. Also, during this two-year period, the Botanical Garden offered more educational programs than ever increasing participation by two-thirds while quadrupling the programs budget. The Botanical Garden engages 17,000+ students annually representative from every school district in the city through innovative and meaningful programs. The organization is supported by a core of nearly 500 dedicated volunteers who bring the mission to life by helping with plant propagation, garden maintenance, programs, events, and much more. In 2021, the Board of Directors, CEO, and leadership team led an inclusive process to adopt a five-year strategic plan through 2026. For more information, visit www.sabot.org.

GENERAL SUMMARY

As a leader in the Administration Department, the Chief Financial Officer (CFO) works collaboratively with the CEO, SABG Board of Directors, leadership team, and staff to ensure the fiscal responsibility for the Botanical Garden. The SABG Board of Directors has ultimate fiduciary responsibility for all aspects of the organization, including investment decisions. The CFO is responsible for ensuring the Botanical Garden and SABG Board of Directors comply fully with all not-for-profit GAAP, IRS, and other

governmental and professional financial standards and regulations. The CFO is directly responsible for the organizational annual budget, strategic financial planning, efficient financial operations and collaborative budgeting across all departments. The CFO will oversee production of timely and accurate monthly financial statements, execute payroll, and work closely with senior leadership for planning and implementation for special exhibitions as well as future capital and expansion projects. The CFO will work with the CEO to maintain and enhance the overall financial health of the organization. The CFO will evaluate, analyze, and report on entrepreneurial opportunities for the Botanical Garden. In addition to leading the finance function, the CFO provides senior executive leadership with information technology and manages the contractual relationship with the Botanical Garden's on-site restaurant vendor.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Directs the fiscal management of San Antonio Botanical Garden. The CFO will work closely with the Board's Treasurer in preparing for all Finance Committee and quarterly board meetings. The CFO serves as liaison to the Treasurer and Finance Committee.
- Provides key support to the CEO in all strategic planning and forecasting projects. The CFO will assist in the evaluation and modeling of new business opportunities, providing in-depth operational and financial analysis. The CFO is expected to take a leadership role, working closely with the CEO, senior staff and Board of Trustees.
- Provides support to the various committees of the Botanical Garden, including Finance, Audit, Investments, Governance and others. The CFO will also provide support to the SABG Board of Directors.
- Ensures all accounting functions operate smoothly within established internal controls, policies and procedures and GAAP. Creates a culture of continuous improvement within Finance functions.
- Supervises, mentors, motivates, assists and evaluates the Finance and Accounting office staff. Reviews the organizational chart and makes changes as required to ensure office runs as efficiently as possible.
- Leads the annual budgeting process.
- Oversees complete monthly financial statement process and has overall responsibility for managing and monitoring revenues, expenses and cash flows. Supervises and assists in month-end closing of accounting records and is responsible for the accuracy of the general ledger. Establishes and reviews internal controls to ensure proper segregation of duties and that the assets of the Botanical Garden are properly safeguarded. Manages banking relationships, including negotiating terms of the Botanical Garden's revolving line of credit.
- Manages relationship with the outside accounting firm, including overseeing the annual audit of the Botanical Garden's consolidated financial statements. Supports the Finance Committee for selection of firm for annual audited financial statements. Oversees the timely filing of all tax returns, corporation documents and related items, in collaboration with the outside accounting firm.
- Works in partnership with all senior managers at the Botanical Garden to provide timely data necessary for optimizing operational performance.
- Develops new and modifies existing policies and procedures that ensure the on-going and long-term financial health of the organization for consideration and approval of the CEO and the SABG Board of Directors.
- Ensures compliance with the long-term lease agreement requirements with the City of San Antonio, and ensures an excellent working relationship with peer city colleagues.

- Negotiates annual insurance contracts and ensures appropriate amounts of general liability and Director & Officer coverage.
- Oversees establishment of a centralized purchasing function to improve cost, terms and quality.
- Ensures compliance with federal and state laws and regulations.
- Assists in managing the endowment fund in conjunction with its Investment policies and guidelines.
- Effectively tracks and monitors temporarily restricted fund activity, including new grants and contributions. Maintains close partnership with Development team to maximize contributed revenue success.
- Interacts well with the Botanical Garden's major donors and key community partners and stakeholders.
- Completes other projects as assigned by the CEO.

ADDITIONAL DUTIES

- Maintains professional privacy and confidentiality.
- Works collaboratively with other public gardens, local cultural institutions and museum financial professionals.
- Some weekend, evening and holiday hours as needed.

QUALIFICATIONS

- Bachelor level degree in accounting, finance or related area. MA or MBA preferred but not required.
- At least ten (10) years relevant experience in accounting and finance.
- Licensed Certified Public Accountant in excellent standing.
- Proven track record in strategic financial management, analysis, budgeting and forecasting.
- Senior management with excellent supervisory experience in similar sized organization.
- Strong oral and written communication skills.
- Excellent judgement, integrity, dependability, discretion, accuracy and detail-oriented.
- Collaborative and participatory management style (an advocate for the team concept).

COMPENSATION:

Compensation will be commensurate with the qualifications and experience of the individual.

APPLICATION INSTRUCTIONS:

To apply, email a cover letter and resume to employment@sabot.org. Please add in the email subject line **Chief Financial Officer**.

Job descriptions are guidelines that attempt to characterize major duties and responsibilities of employees and are subject to change as needs and programs change. At the San Antonio Botanical Garden, they are considered neither inclusive nor exclusive.

The San Antonio Botanical Garden is an Equal Opportunity Employer