



## Audubon Society of Rhode Island

### JOB DESCRIPTION

**Position Title:** SENIOR DIRECTOR OF FINANCE AND ADMINISTRATION  
**Supervisor:** Executive Director  
**FLSA Status:** Regular, Full-time, Exempt

#### **Summary of Position:**

Working in close partnership with the Executive Director, other senior directors, and program managers at multiple sites, the Senior Director of Finance and Administration provides leadership and overall direction for activities related to finance and accounting, information systems, and office management for the Audubon Society of Rhode Island. This position also has direct responsibility for the administration, development, and maintenance of payroll, benefits, employee hiring and legal compliance. Additionally, this position works with Executive Director and senior directors to coordinate other human resource (HR) functions including employee relations, volunteer coordination, compensation and performance management, staff development and training, internal communications, and recruiting. The duties of this position are highly confidential and require a thorough knowledge of the Society's policies and procedures, and GAAP and HR practices. The Senior Director of Finance and Administration reports to the Executive Director, supervises bookkeeping and administrative staff and volunteers, and works closely with other department staff.

As a member of the Audubon Society of Rhode Island staff, the incumbent in this position is an ambassador for the Society, fostering a commitment to Audubon's mission, values, and culture of philanthropy.

#### **Duties:**

1. Manage the planning, budgeting, reconciling, analysis and reporting for all fiscal management of the Society. Ensure systems, policies and procedures in place for grants and contracts compliance, good accounting practices, cash management and internal controls. Provide staff support to Finance Committee of the Board of Directors.
2. Supervise administrative and accounting staff to manage all office functions for efficiency and effectiveness, including bookkeeping, reception, nature shop, volunteers, internal communications, general office space, equipment and supplies.
3. Manage Society-wide information systems and supervise service provider and designated staff (key users) to ensure that effective and integrated computer systems and other information/office technologies are in place; plan for and provide staff training as needed.
4. Work with Executive Director to maintain employee handbook; ensuring effective use by all staff. Ensure compliance with legal standards and Society by-laws. Maintain all confidential HR records, including personnel files, leave and compensation reports. Develop and maintain all employee benefit programs including annual and sick leave, health and dental insurance, retirement plan, flexible spending account and supplemental insurance.
5. Work in conjunction with leadership team and other managers as needed to supply information and process employee relations issues, including organizational needs assessment, position development, recruitment, hiring and termination, orientation, training and development, goal setting and performance evaluation, compensation, recognition and benefits.
6. Other duties as assigned by supervisor.

*Connecting People With Nature*

**SENIOR DIRECTOR OF FINANCE AND ADMINISTRATION**

Page 2

**Knowledge and Skills:**

Bachelor’s degree and a minimum of 5 years related work experience or equivalent combination.  
Advanced knowledge of word processing, database management and spreadsheet software, with ability to construct and produce reports, data input, manipulation and analysis.  
Advanced knowledge of GAAP and fund accounting principles and regulation  
Understanding of fundamental HR concepts, processes and services.  
Strong interpersonal skills; strong oral and written skills; strong organizational skills and attention to detail.

**Complexity/Problem Solving:**

Ability to design, implement, and direct multiple projects, setting deadlines and ensuring program accountability.  
Ability to work in high-visibility and sometimes stressful environment.  
Ability to think strategically, interpret guidelines and analyze factual information, find creative solutions.  
Ability to communicate a compelling vision or sense of core purpose; cultivate the creative ideas of others.

**Discretion/Latitude/Decision-Making:**

Performs duties under general supervision and established guidelines.  
Demonstrate confidentiality, common sense, flexibility, and teamwork.  
Ability to make good decisions based on analysis, wisdom, experience, and judgement.

**Responsibility/Oversight – Financial and Supervisory:**

Oversee staff and volunteers as related to specific functions. Establish clear directions.  
Financial responsibility includes working within a budget, negotiating with vendors, budget development.  
Responsibility to work within scope of strategic goals.  
May need to gain cooperation from individuals or groups over whom there is no direct authority in order to accomplish program goals.

**Communications:**

Ability to work and communicate with a wide range of people including staff, board, auditors, volunteers, vendors, applicants and the public. Integrate financial management practices in support of conservation goals.  
Ability to analyze available information for the purpose of coordinating efforts, planning and implementing projects.  
Ability to consistently demonstrate professional, positive, and approachable attitude/demeanor; act with discretion and sensitivity in handling confidential information.

**Working Conditions:**

Work requires occasional travel throughout the state; occasional work on evenings and/or weekends.  
Work environment involves only minor physical exertion and/or physical strain; infrequent exposure to job hazards where there is some possibility of injury.

**How to Apply**

-----

Please send cover letter and resume to Anthony Caparelli at [tcaparelli@asri.org](mailto:tcaparelli@asri.org)

**Audubon Society of Rhode Island is an Equal Opportunity Employer**

*Connecting People With Nature*

12 Sanderson Road, Smithfield, Rhode Island 02917 • (401) 949-5454 • [www.asri.org](http://www.asri.org)