

**AMERICAN CIVIL WAR CENTER AT HISTORIC TREDEGAR**  
**Position Description**

**Title:** Director of Finance

**Reports to:** President

**Supervises:** interns, volunteers and part-time/contract staff as needed

**Summary:** The Director of Finance is responsible for the management and execution of finance, accounting (including payroll) and human resource support activities. Duties include accounting, budgeting and analysis, financial liaison to the Board's Finance and Audit Committees, administrative planning and management.

**Duties and Responsibilities:**

- Maintains financial records including expenditures, receipts, accounts payable and receivable, and profit and loss. Reviews financial data in accrual format and processes journal entries.
- Records all transactions and posts debits and credits. Produces monthly financial statements and prepares financial reports and summaries for staff and board committees.
- Prepares bank deposits and verifies and balances receipts.
- Manages payroll and leave accounts, makes purchases, prepares invoices, and tracks overdue accounts.
- Assists the staff in compiling the annual budget. Helps monitor income and expenditures, analyze excesses and deficits, and implements adjustments as needs and financial resources suggest.
- Prepares documentation for and assists contractors with preparation of annual audit and tax return.
- Works with Development staff on annual giving reconciliation and maintains accounting control over Center's endowment and other investment funds.
- Assists Vice President of Operations with administration of personnel policies, procedures, and group benefits. Assists with management of employee performance appraisal program.
- Assists Vice President of Operations with management of property and liability insurance coverage.
- Maintains documentation and accounting services for site rental program.
- Provides oversight of institutional records retention program.

**Knowledge, skills, and abilities necessary:**

- Financial – Must understand accounting, budgeting, investments, and allocation of resources and demonstrate high proficiency with QuickBooks Premier and other accounting/budgeting software.
- Personnel – Requires strong interpersonal skills such as counseling and negotiation, as well as a working knowledge of employment and benefits law.

- Management – Must be able to communicate clearly and work well with teams. A self-starter that can work independently on a variety of complex tasks concurrently and accurately.
- Problem Solving – Must be committed to seeking solutions to shared issues and develop organizational efficiencies.

**Education and experience required:**

- Bachelor's degree in Business Administration/Accounting/Finance or related field; CPA or MBA/MPA a plus.
- Minimum of five years experience with not-for-profit accounting and finance at a management level, or an equivalent combination of education and relevant experience.