



## **POSITION DESCRIPTION:**

### **Director of Finance**

Friends of the High Line (FHL) was formed in 1999 by residents in the West Village and Chelsea to preserve the historic High Line structure for reuse as an elevated public open space through the federal rail-banking program. FHL has launched a capital campaign to raise \$50 million in private funding. Construction of this unique park, almost 1.5 miles long and spanning 22 blocks, began in April 2006, and the first section is scheduled to open in 2008. FHL is a mission-inspired, dynamic, and high-achieving organization staffed by a total of fourteen dedicated professionals.

Reporting to the Executive Director, the Board Treasurer, and the Finance Committee, the Director of Finance is responsible for managing all aspects of FHL's financial activities including A/P and A/R management, financial planning and reporting, budgeting, cash flow management, and ensuring that the organization's accounting procedures conform to generally accepted accounting principles.

#### **Responsibilities include**

- Developing and managing the organization's annual budget including all program and events budgets;
- Developing long-term organizational and park operations budgets;
- Preparing and analyzing monthly financial reports;
- Working with the Finance Committee and Financial Advisors to monitor cash reserves and investments;
- Preparing fiscal grant reports as required by outside agencies;
- Managing Accounts Payables and Accounts Receivables;
- Managing a part-time bookkeeper;
- Developing and maintaining policies and procedures that serve to protect the organizations financial and physical assets and prudently manage its resources;
- Ensuring information is entered into the financial system in an accurate and timely manner;
- Monitoring personnel and systems to ensure they are capable of providing timely and accurate financial information to key decision-makers
- Managing the reconciliation of accounting software and fundraising database;
- Preparing annual audit documentation;
- Maintaining financial files and records;
- Managing bi-weekly payroll;
- Administering employee benefits

#### **Qualifications**

The successful candidate will have excellent interpersonal skills and be highly detail-oriented, organized, and able to handle multiple projects at once; a Bachelor's degree or higher in Accounting, Business Administration, or Finance; 3 - 5 years of financial management, preferably in a nonprofit organization; demonstrated ability to develop and maintain financial reports and controls; and excellent computer skills (knowledge of QuickBooks a plus)

#### **To Apply**

Please submit a cover letter and resume to: [jobs@thehighline.org](mailto:jobs@thehighline.org). Only those whose applications are being considered will be contacted. No phone calls please.

Friends of the High Line is an equal opportunity employer and considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.