



## DIRECTOR OF FINANCE

Position Type: Regular Full Time (exempt)

Reports to: Executive VP of Finance

Location: Zion National Park

Under the direction of the Executive Vice President of Finance, the Finance Director will lead the planning, implementing, managing and execution of all financial and administrative services of the company including budgeting and risk analysis to safeguard the company and its financial welfare. The Finance Director will be self-motivated and able to lead successful financial operations and procedures within the organization.

### WHO WE ARE

Zion National Park Forever Project (ZFP), a leader in non-profit public lands partnerships, believes that our employees are our greatest strength. As such, we are seeking a full-time Director of Finance that is committed to our mission as the non-profit partner of Zion National Park, Cedar Breaks, and Pipe Spring National Monuments and providing our staff members with an exceptional brand experience. From the moment of hire, we want our employees to engage in the mission of ZFP and to understand the value of the contribution that each person makes to this important work.

The Forever Project's headquarters and this position are based in Zion National Park.

### WHAT YOU'LL DO:

The Finance Director has the following responsibilities:

- Prioritizes our unique relationship with our National Park Service partners and our mission to provide outstanding service.
- Oversees banking practices and maintenance of organization's financial records pertaining to cash, grants, restricted funds, and bank transactions including receipts, fund transfers, and disbursements.
- Provides support for major project management and work with the EVP of Finance to proactively develop policies and procedures, train staff on accounting procedures across the organization, and develop internal controls.
- In conjunction with the IT department, selects, builds, maintains, and improves finance applications.
- Drives financial planning and budgeting activities, including forecasting and analysis, to build plans that align to corporate goals and strategy.
- Builds cross-functional relationships to influence decision making and drive process optimization and effectiveness.
- Leads proper fiscal management of company resources and budgets.
- Produces clear and accurate finance overview for all stakeholders.
- Works with Executive Council to manage company risk.
- Directs year-end closing, coordinates and facilitates annual audit.

- Responsible for accounts payable and receivable.
- Collaborates with Human Resources on payroll/employee benefits budgets and additional projects as needed.
- Reviews inventory levels and cost control at all outlets.
- Works with all internal and external accounting and audit personnel, including supervision of the ZFP administrative team.
- Ensures compliance to all federal, state, and local laws, and company policies.
- Compiles and submit information for all required corporate monthly, quarterly, and annual reports.
- Completes payment of all taxes, fees, and expenses in a timely manner.
- Other duties as requested.

## KEYS TO SUCCESS (THE MUST-HAVES)

To be successful in this job, you will excel in these areas:

Hard skills:

- Bachelor's degree in relevant field required; advanced degree preferred.
- 5 years of relevant experience in a similar organization or firm. Accounting experience in a retail setting highly preferred.
- Working knowledge of accounting standards and best practices and procedures, as well as a thorough understanding of state and federal rules and regulations.
- Proficient with accounting software and standard office and accounting equipment.
- Ability to sit at a desk working on a computer for prolonged periods of time.
- Ability to lift up to 15 pounds at a time.

Soft skills:

- Forward thinking leadership style including the ability to influence and direct cross-functional teams.
- Strong business acumen with the ability to actively identify areas of opportunity for improvement and strategize for business growth.
- Ability to think critically and solve problems creatively.
- Excellent managerial skills and ability to evaluate the work of others.
- Excellent verbal and written communication skills.
- Excellent organization skills and attention to detail.

## WHAT ELSE YOU SHOULD KNOW

Zion Forever is an equal opportunity employer. We value diversity among our staff, and we encourage people of all backgrounds to apply to join our team.

This is a full-time, exempt, benefit-eligible position. Work will be based in Springdale, Utah most days. Working remotely some days is flexible with supervisor approval. Housing is NOT available.

Salary is commensurate with experience. ZFP provides a comprehensive benefits package. Following a 90-day introductory period, you will be eligible for a broad array of benefits including vacation and holiday pay, sick leave, employer-supplemented health benefits package including medical, dental, vision, health savings account (HSA) plan, long-term disability, life insurance, a 401(k) retirement plan, discounts in our park stores, and an annual America the Beautiful National Park Pass.

## HOW TO APPLY

Well-qualified applicants should send a resume and compelling letter of introduction describing your suitability for the position to Elizabeth Fiala, HR Manager, Zion Forever Project, at [elizabeth.fiala@zionpark.org](mailto:elizabeth.fiala@zionpark.org).