



Position title: Director of Finance

Reports to: CEO

Status: Full-time (37.5 hours per week), salaried, benefits eligible

Salary Range \$75,000-\$85,000/year

Envisioning a Healthy World Ocean

All life on Earth depends on a healthy Ocean. It is up to us, our planet's only caretaker, to take action to protect this fragile resource. There is no Planet B. At Seacoast Science Center, we believe the key to inspiring conservation of our natural resources lies in education and direct experience with marine ecosystems. Understanding the challenges, considering solutions, adapting behavior, and taking action will have a transformational impact on our New England waters. As we contemplate the future, we look to the ocean for our inspiration.

Seacoast Science Center

Seacoast Science Center is a beloved anchor of the NH seacoast community – a place to learn and have fun while developing an appreciation for our coastal environment and its inhabitants. At our home in historic Odiorne Point State Park, one of New Hampshire's ocean-facing treasures, we inspire visitors to discover the wonders of our natural habitats. Families are encouraged to get their feet wet in the tide pools, explore the touch tank full of wondrous creatures from the Gulf of Maine, be awed by the sea life in aquarium exhibits, and develop a deeper appreciation for the preservation and health of our oceans.

As the only ocean-centric science museum in the region, Seacoast Science Center is an integral part of New Hampshire's cultural economy and educational opportunities, attracting 90,000 visitors annually, with 30,000 participating in school-related field trips and summer camp programs – pre-Covid. A valued public resource, we encourage social interaction, community collaboration, and the pursuit of shared interests.

Position Summary

SSC is seeking a **Director of Finance** to join its leadership team. The Director of Finance demonstrates strong leadership skills and the ability to apply sound business practices and strategies to SSC's growing nonprofit organization. Creativity, market awareness, and entrepreneurial thinking are critical for success within SSC's complex nonprofit operating model. The model is characterized by mission-related earned-income, diverse fundraising activities, business areas related to museum operations including admissions, retail and facility rental, and an extensive network of critical public and private partners. SSC is also poised to launch a transformative capital project that will substantially expand SSC's facility, capacity, and its community benefit for New Hampshire and beyond. A demonstrated track record of institution level financial management is a core requirement for the Director of Finance.

Qualifications and Skills

The Director of Finance should possess a thorough understanding of practices, theories, and policies involved in business and finance. Five years of organization-level financial management are required. Direct experience with financial processes, accounting, book keeping, payroll/benefits, preparation of financial statements and familiarity with GAAP is required. Experience in nonprofit accounting and business practices is a plus. The Director of Finance must have a solid grasp of data analysis and performance metrics. The Director of Finance will be required to prioritize and organize multiple simultaneous activities and must be comfortable and



highly productive in a digital work environment. They must possess excellent analytical, decision-making, and problem-solving skills, demonstrate a high degree of accuracy and attention to detail with the ability to work effectively under pressure and meet deadlines. The ability to express oneself in a professional, yet engaging manner, verbally and in writing are critical for success. Experience with federal government grant administration is a plus. Proficiency with Zoom, QuickBooks, Google Docs, Microsoft Word, PowerPoint, Excel, and other virtual meeting platforms is also required.

Responsibilities

Finance

- Budgeting and budget performance tracking
- Report preparation and financial analysis for SSC's Board, Finance Committee, CEO and department leads
- Provide financial oversight for a multiyear, \$10M+ capital project with complex mechanisms including the development (with the finance committee of the Board) and implementation of institutional investment policies.
- Oversee and ensure the accuracy of internal and external processes for AR & AP
- Provide training, financial context, and support for SSC department leaders so that they are better able to make department level financial decisions
- Account reconciliation review (banks, payroll, 3rd party CC processors, and investments)
- Cash flow management
- Liaison to SSC's outsourced accounting service providers, consultants, and auditors
- Represent SSC in its annual financial audit, coordinating with CPA's for the preparation of audited financial statements, required state and federal filings, and tax preparation
- Maintain SSC's Financial Policy Manual
- Ensure that business plans are consistent with the objectives of SSC's strategic plan
- Analyze internal business operations and implement measures for process enhancement
- Reviews contracts, insurance programs and other business relationships
- Coordination of performance tracking, report generation, and compliance for grants and contracts.
- Manages, through outsourced contractors, SSC's IT needs including hardware, network, data services, and PCI compliance

To Apply

Please send cover letter and resume to careers@sscnh.org with DIRECTOR OF FINANCE in the subject line. As a measure to minimize internal hiring biases, all candidates submitting application materials will be asked to respond in writing to three short questions intended to give them the opportunity to map their skills onto SSC's vision for its Director of Finance. SSC will use these responses as its initial filter for all applicants. Failure to submit a response to the questions will result in a candidate being removed from further consideration.