



POSITION DESCRIPTION

<u>POSITION TITLE:</u>	Director of Finance and Business Operations
<u>REPORTING TO:</u>	Chief Executive Officer
<u>LOCATION:</u>	Downtown Los Angeles (partial remote work possible)
<u>Website:</u>	www.GreaterLAScouting.org

OVERVIEW

Greater Los Angeles Scouting, a California 501(c)3 corporation, is the premier scouting organization in the Southwestern United States and among the largest and most diverse in the nation. This is not your grandfather's, or even your father's scouting experience. We create the leaders of tomorrow by empowering youth to live confident, capable, complete, and compassionate lives through dynamic leadership opportunities and fun outdoor adventures. Through our Cub Scouts, Scouts, Venturing (high adventure programs), and Exploring (workforce development) program, Greater LA Scouting serves over 10,000 youth and young adults – from age 5 to 21 - and engages over 4,000 adult scouting volunteers each year.

Our alumni are business leaders, explorers, military heroes, government officials, entrepreneurs, entertainers and good citizens who contribute to the fabric and prosperity of America and their communities. The staff team and board are a group of dedicated professionals committed to creating a better tomorrow for young people and our nation via the experientially transformative power of Scouting.

Our 2023 operating budget is \$9.8M and we manage net assets of \$49M. The organization is primed for considerable growth and is searching for an accounting/finance and business operations leader who, in partnership with the CEO and board, can help propel us to the next level. The director of finance and business operations is a member of the senior leadership team. Leading a five person team, and in collaboration with the CEO, board treasurer, audit committee chair and others, this position leads the execution of all financial reporting and analysis, retail operations, accounting and the ongoing evaluation and implementation of best business practices.

VALUE

Scouting provides unique, life-changing experiences youth can't get anywhere else.

MISSION

Greater LA Scouting empowers young people to live meaningful lives through dynamic leadership opportunities and fun outdoor activities.

VISION

Greater LA Scouting is the leading provider of the most positive, exciting, safe, and rewarding youth leadership and outdoor experiences in Southern California. We embrace and celebrate the diversity of the communities we serve. *Scouting is for everyone.*

POSITION OVERVIEW

We are seeking an experienced and driven Director of Finance and Business Operations to join Greater Los Angeles Scouting as a key member of our senior leadership team. The position will play a crucial role in ensuring the organization's financial health, stability and business operations, including retail outlets, while adhering to Generally Accepted Accounting Principles (GAAP) and best practices. The ideal candidate will have a strong background in fund accounting, revenue streams management, financial reporting and will be responsible for implementing accounting policies and procedures and driving organizational growth.

Join us in our mission to make a positive impact on the community. You will be a crucial driving force behind our financial success and help us achieve our long-term goals.

POSITION RESPONSIBILITIES

Financial Leadership

- Oversee all aspects of financial management, including budgeting, forecasting, and financial analysis.
- Ensure reconciliation between accounting and fundraising databases.
- Develop, implement and maintain financial policies and procedures in accordance with GAAP standards.
- Manage the organization's revenue streams, ensuring proper accounting and reporting.
- Manage fund accounting.

Retail Operations

- Provide leadership for online and two year-round brick and mortar retail outlets as well as seasonal retail outlets at camp.
- Drive enhanced margins and volume.
- In collaboration with fellow members of the Senior Leadership Team and the retail manager, leverage retail sites for membership marketing and camp engagement.

Real Estate and Legal Management

- Track and manage titles, easements, contracts, leases, options and other real estate concerns for Council properties and camps, and the related costs and revenue.

Audits & Compliance

- Lead and coordinate all financial audits, both internal and external.
- Ensure compliance with relevant regulations, reporting requirements, and donor restrictions.

Team Management

- Recruit, hire, and train staff to build a skilled, efficient team and customer-focused team.
- Effectively manage and mentor team members, encouraging professional growth and development.

ERP Management

- Oversee the organization's Enterprise Resource Planning (ERP) system, specifically PeopleSoft.
- Utilize the ERP system to optimize financial processes, reporting, and data analysis.

Strategic Planning

- Collaborate with the senior leadership team to implement financial strategies aligned with the organization's strategic plan.
- Provide financial insights and recommendations to support strategic decision-making.

Reporting and Presentations

- Prepare and present financial reports to the Board of Directors and other stakeholders.
- Communicate financial performance, KPI dashboards, risks, and opportunities in a clear and concise manner.

Miscellaneous

- Occasional overnight travel to conferences, donor meetings and professional development events.
- Other duties as assigned.

EXPERIENCE / SKILLS REQUIRED (AM I RIGHT FOR THIS JOB?)

You have a proven track-record of finance and accounting leadership success. And you are rarely satisfied with the idea that doing it the way it has always been done is always the way to keep doing it. You have a degree in business, finance, accounting or a related field from an accredited university or college, and at least seven years of experience in accounting and finance. Bonus points for retail management experience. A CPA license is very preferred as is public accounting experience. You are impeccably ethical. You have extensive knowledge of non-profit accounting and related regulations/requirements. You meet Scouting's leadership and membership standards and subscribe to the Scout Oath and Law. *Prior experience in Scouting is not at all required.*

You LOVE taking the initiative and creating bigger, better, faster and stronger results, and you thrive in a macro-management environment. You jump at chances to optimize business processes and use data and analytics to identify what's going well and what's not. You have a tee-shirt that says "Mind the GAAP." Or maybe you don't, but you would buy one if you saw it for sale. You communicate clearly and with confidence, and you understand how listening more than talking can be powerful. You are bored if everyday is like the last and if you were a fighter jet pilot, your call-sign would be "adaptability." You bring your A-game everyday and you want to be around other people like you.

PERSONAL ATTRIBUTES:

- Excellent communication skills; written, oral, presentation skills
- Demonstrates good listening skills
- Strong organizational skills with ability to drive initiatives to closure

- Confidence
- Demonstrates charisma and enthusiasm
- Establishes collaborative working relationships
- Open to coaching and taking direction
- Integrity
- Passionate about the Scouting mission
- Able to give focused attention to donors
- High energy level, which translates to enthusiasm on the job
- Must be a self-starter

COMPENSATION:

Salary commensurate with skill and experience, in a hiring range of \$120,000 to \$150,000. Greater LA Scouting is an equal opportunity employer – if you have the talent and commitment, we want you to apply. In addition to offering a competitive salary, the position offers benefits to include medical, dental, vision, life-insurance, long-term disability, a matching 403(b) retirement plan, plus reimbursement for authorized and approved business expenses. We also offer a generous PTO policy and 13-paid holidays per year. This position is bonus eligible.

CONTACT INFORMATION:

Submissions without a cover letter will not be considered, no matter how awesome your resume is.

Submit your cover letter and resume to

HR@GreaterLAscouting.org

