



Chief Administrative Officer Job Posting

Roger Williams Park Zoo (RWPZ) of Providence, Rhode Island, is one of the nation's oldest zoos, exhibiting over 100 animal species. Our culture is built on our core values -community, fun, innovation, diversity, integrity, sustainability, and excellence. We value our role in the community as a treasured place for families and a trusted resource for learning; we create a sense of community for our staff and contribute to the global conservation community. We provide a fun experience for our guests and believe that a fun environment is essential to create a great workplace. We are willing to take risks, to propose novel ideas and to think "out of the box". Bold dreams are welcome here. We act with respect toward all. We value diversity and are intolerant of bias. Integrity and honesty drive our business practices and our relationships with each other and our constituents. We are driven by our vision of greater sustainability in our environmental practices and in our business model. We believe that by establishing a sustainable financial base we can best achieve our goals. We are always striving for excellence. We work to exceed expectations in all areas.

RWPZ is currently recruiting a full-time, year-round, exempt Chief Administrative Officer. A member of the Executive Leadership team, the Chief Administrative Officer (CAO) is responsible for managing the fiscal and business functions of the organization. As leader of the Administration team, the individual in this position directs the finance, human resource and IT departments and is the chief financial spokesperson for the organization. In addition, the person in this position works closely with the Executive Director to generate practices and formal strategies that maximize the organization's financial and procedural capability to achieve its mission. This position directly assists other Executive and Senior Management Staff on all strategic and tactical matters as they relate to budget management, cost benefit analysis and forecasting needs.

Responsibilities:

- Lead:
 - a. the organization's administrative, business practices, finance, and compliance infrastructure.
 - b. the negotiation and oversight of banking arrangements, lines of credit, and investment systems to optimize the handling of bank and deposit relationships and initiate appropriate strategies to enhance cash position.

- **Oversee:**
 - a. the management and coordination of all fiscal reporting activities for the organization including organizational revenue/expense and balance sheet reports, reports to funding agencies, development and monitoring of organizational and contract/grant budgets.
 - b. the production of monthly reports including reconciliations with funders and retirement plan requirements, as well as financial statements and cash flow projections for use by Executive management, as well as the Finance Committee and Board of Trustees.
 - c. maintenance of the inventory of all fixed assets, assuring all are in accordance with federal regulations.
 - d. administration and financial reporting of the organization's Savings and Retirement Plan.
 - e. all accounting, human resources, payroll and IT activity.
 - f. business insurance policies.
- Assume the organizational leadership role in the Executive Director and Chief Operating Officer's absence, in collaboration with the Chief Strategy and Engagement Officer.
- Produce, administer, and update the Roger Williams Park Zoo Business Plan, which identifies near- and long-range financial objectives, goals and practices which include measurable outcomes and target dates to preserve and augment the zoo's resources in concert with the master plan, fund-raising plan(s) and strategic plan.
- **Provide:**
 - a. the Executive Director with annual operating budgets and ensure continual improvement of the budgeting process through education and supervision of department managers on financial, procedural and reporting practices. impacting their budgets.
 - b. strategic financial input and leadership on decision making issues affecting the organization; i.e., evaluation of potential alliances acquisitions and/or mergers and pension funds and investments.
- Plan, develop, organize, implement, direct and evaluate the organization's fiscal function and performance.
- Be an advisor from the financial perspective on any contracts into which the Organization may enter as well as assisting in the development and negotiation of contracts.
- Develop and maintain a system of internal controls to safeguard financial assets of the organization to ensure the organization may pass independent and governmental audits.
- Support independent auditors in the preparation of audited Financial Statements and federal and state tax forms ensuring any audit issues are resolved, and all 403(b) compliance issues are met, and the preparation of the annual financial statements is in accordance with U.S. GAAP and federal, state and other required supplementary schedules and information.
- Direct the development, analysis, and reporting of cash flow forecasts, financial performance measures, and performance results of the organization and of individual departments. Develop a reliable cash flow projection process and reporting mechanism which includes minimum cash threshold to meet operating needs.
- Assist with capital expenditure budgeting considering project cost, financing costs, cash flow and return on investment.
- Enhance and/or develop, implement and enforce policies and procedures of the organization by way of systems that will improve the overall operation and effectiveness of the organization including accounting, cash management, internal control structure, in accordance with Generally Accepted Accounting Principles.
- Develop credibility for the finance group by providing timely and accurate analysis of budgets, financial reports and financial trends in order to assist the Executive Director, the Board and other senior executives in performing their responsibilities.

- Evaluation of the finance division structure and team plan for continual improvement of the efficiency and effectiveness of the group as well as providing individuals with professional and personal growth with emphasis on opportunities (where possible) of individuals.
- Collaborate with the Director of Human Resources on strategic HR initiatives and with the IT Administrator on the maintenance of the Organizations' computer network systems.
- Attend Board and committee meetings, including being the lead staff on the Finance Committee.
- Perform other duties as assigned.

Other functions and responsibilities:

- Be a liaison with vendors and employee related payments and fees.
- Provide general assistance to the Executive Director and Emergency Response Coordinator coverage, as needed.

Required Experience, Training and/or Education:

Required Experience and Education:

- Completion of a bachelor's or higher degree in Finance or Business Administration at an accredited college or university, plus minimum of ten years of financial and management experience with the day-to-day financial operations of an organization; or equivalent combination of education and experience.
- Minimum of five years of demonstrated leadership experience working at the Controller, Chief Financial Officer or Chief Administrative Officer level.
- Experience in:
 - a. vendor relationships and vendor management.
 - b. recruiting, hiring and retaining staff.
 - c. overseeing IT and Human Resource-related activities.

Preferred Experience and Education:

Recent experience working with diverse populations and fluency speaking additional languages.

Competencies

1. Knowledge of not-for-profit accounting in accordance with U.S. Generally Accepted Accounting Principles.
2. Strong finance background and ability to handle cash flow analysis, oversee A/P, A/R, create and maintain budgets, maintain financial reports, prepare for audits, conduct payroll activities, and other financial related responsibilities as needed.
3. Business acumen and financial expertise, especially in the non-profit arena.
4. Demonstrated project management skills with an ability to manage multiple and complex projects cross-functionally by collaborating and partnering with others.
5. Proficiency with QuickBooks, database software (particularly Financial Edge and Altru), human capital management software, Microsoft Word, Excel and PowerPoint.
6. Ability to:
 - foster and cultivate business opportunities and partnerships.
 - create and assess financial statements and budget documents.
 - recognize and be responsive to the needs of the organization.
 - supervise staff, including regular progress reviews and plans for improvement.

- communicate effectively in both written and verbal form.
- read, analyze, and interpret the most complex documents.
- respond effectively to the most sensitive inquiries or complaints.
- make effective and persuasive speeches and presentations on controversial or complex topics on themes of Finance and Administration to the Board and outside investors.
- demonstrate superior verbal, written, and presentation skills.
- be detail oriented, highly organized, and ability to multi-task.
- exhibit excellent analytical, decision-making, and problem-solving skills

Additional Requirements

- Successful completion of a background check.
- Valid driver's license.
- Willingness to be on call and work flexible work schedule, including occasional evenings, weekends and holidays.
- Occasionally lift and/ or move up to 25 pounds.
- Frequent use of a calculator, computer/laptop, phone, two-way radio, fax, and copy machines.
- This position works on-site, primarily in an office setting where the noise level is usually moderate.

Supervisory Responsibilities:

The individual in this position oversees finance, human resources, and IT personnel.

As a Chief Administrative Officer, you will be joining our team in showcasing our Zoo pride and excellence in customer service.

If you are interested in this exciting opportunity to be a team member at a well-renowned Zoo in the New England area, send a cover letter, resume and salary requirements to the address below.

Roger Williams Park Zoo
ATTN: Chief Administrative Officer 1000 Elmwood Ave
 Providence, RI 02907

-or-

employment@rwpzoo.org



ACCREDITED BY THE
**ASSOCIATION
 OF ZOOS &
 AQUARIUMS**



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