



Our Mission: We share our joy of nature to help wildlife and people thrive.

Position: Chief Financial Officer
Status: Full Time; FLSA Salary Exempt
Department: Finance
Reports to: Chief Executive Officer

POSITION OVERVIEW

Located along the Space Coast in Melbourne, Florida, the Brevard Zoo is an AZA-accredited facility with a diverse collection of over 900 animals representing nearly 200 species. It is also home to the Sea Turtle Healing Center for rehabilitation of wild marine turtles, and manatee and bear rehab facilities. Brevard Zoo is well-known for its strong conservation ethic and unique attractions, such as kayaking through the Africa area, giraffe feeding, and rhinoceros and various other animal encounters.

The Chief Finance Officer functions as the strategic business leader for all financial aspects related to the East Coast Zoological Society, to include the Brevard Zoo and planning for and opening of the Aquarium (herein after referred to as ECZS). This position is responsible for providing financial opinions based on past and present data, crafting the ECZS financial model for short and long-term planning, directing all financial functions of the ECZS in accordance with generally accepted accounting principles and in support of the ECZS mission and goals. Additionally, the CFO will work with our Financial Advisors to assist with the Aquarium financial model for short and long-term planning purposes. The CFO assumes ultimate responsibility for ensuring that the ECZS complies with all local, state, and federal regulations that pertain to the handling of monies, taxes, and insurance by a not-for-profit institution, as well as provides stewardship of our financial resources. The position also leads the Finance department and provides direction for daily accounting office activities. The CFO oversees and administers requests for proposal or qualifications processes and contracts as needed. As a member of Executive Leadership, this position is expected to participate with all other team members in a collegial and collaborative manner, considering issues and making decisions from the view of the ECZS as a whole, without partiality to one's own area(s) of responsibility. Members of the Executive Leadership Team must be able to employ systems thinking and understand that all areas of the ECZS are interrelated and dependent on one another.

QUALIFICATIONS

EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS

REQUIRED:

- Master's degree in Finance, Business Administration, or related field.
- Minimum ten (10) years' progressive accounting and financial experience. Exceptional verbal and written communication skills. Must be able to tailor both written and verbal communication and messaging to various groups including Executive Leadership, Senior Staff, employees, Board of Directors, and external business partners.
- Ability to analyze, interpret, and use data to inform decision-making.
- Ability to be flexible, handle a variety of tasks, and manage multiple tasks.
- Proficiency with Microsoft Office suite and computerized financial systems.
- Strong planning, analytical, and decision-making skills are required, with the ability to work in a dynamic, evolving organization.



BREVARD ZOO

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- Demonstrates motivational and problem-solving acumen with a high degree of integrity and ethics.
- Knowledge of Federal and Florida Law pertaining to financial systems.
- Ability to meet established deadlines.

PREFERRED/DESIRED:

- Current Certified Public Accountant certification, CMA, and/or MBA.
- Proficiency in Sage Intacct, Raisers Edge, Paycor preferred.
- Experience as a senior level administrator in a matrixed environment.
- Experience in a not-for-profit organization, zoo, or aquarium preferred.

PERFORMANCE RESPONSIBILITIES

ESSENTIAL FUNCTIONS:

Strategic Planning

- Develop, oversee, and prepare the ECZS annual operating and capital budgets process with assistance from the Executive Leadership Team and input from the Board of Directors.
- Prepare and assist with updating the Aquarium financial model for short and long-term planning purposes.
- Develop and monitor capital expenditures.
- Provide recommendations to strategically enhance financial performance and business opportunities in all aspects of the ECZS.
- Analyze, evaluate, and advise on the impact of revenue trends, long-range planning, forecasting and the introduction of new programs, ROI, strategies, and regulatory action along with revenue optimization.
- Strategic thinker with proven ability to align financial strategies with organizational mission.
- Mentor and develop finance department staff.
- Serves as Advisor to the Board of Director's Finance/Audit Committee.

Executive Leadership Relations

- Support the Executive Leadership team by providing the team the information they need to effectively manage their budgets.
- Establish and maintain strong relationships with the Executive Leadership Team to identify their needs and seek full range of business solutions.
- Maintain positive relationships with bankers, auditors, vendors, and city/county representatives, and work with financial institutions to secure and maintain lines of credit or other resources as needed.

Financial Operations

- Direct and oversee all aspects of the Finance & Accounting functions of the organization.
- Manage the external audit process and produce the audited financial statements as well as implement auditor recommendations.
- Complete all requests for reimbursement and/or appropriation of sales tax funds. Submit the appropriate application and data to the Tax Authority administrator.



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- Provide all necessary information for receipt of grants.
- Prepare a variety of financial reports including monthly financial statements, capital project reports, operational reports, and others as needed. Examine and analyze all financial documents for potential errors and trends in revenues and expenses.
- Ensure timely reporting of financial information to the CEO, Board of Directors, Finance Committee, and other representatives as appropriate.
- Oversee applicable federal, state, and local laws and regulations for financial and tax reporting.
- Manage payroll and assist with the implementation of wage and hour regulations.
- Oversee the accounting of restricted donations and appropriations from private and public sources.
- Develop metrics for measuring financial performance across all ECZS operations.
- Maintain proper cash management procedures and optimize cash flow.
- Monitor budget variances and implement corrective actions as necessary.
- Manage and oversee new loans and financing for the Bowen Aquarium.

PHYSICAL DEMANDS/WORK ENVIRONMENT

PHYSICAL REQUIREMENTS:

(L) Light work

Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects. If the use of arm/leg controls require exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as light work.

POTENTIAL ENVIRONMENTAL CONDITIONS/HAZARDS:

Indoor office environment most often with frequent movement outdoors. Exposure to extreme heat and weather conditions. Requires Sitting, Standing, Walking, Bending, Stooping, Kneeling, Finger Dexterity, Talking, Hearing, and Visual Acuity frequently.

WORK SCHEDULE:

May be required to work weekends and nights as necessary.

TRAVEL: Occasional in and out of county travel.

The above information in this job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Performance of this job will be evaluated in accordance with the Zoo's policies on evaluation of personnel.

Brevard Zoo provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state, and local laws. Brevard Zoo complies with



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applicable state and local laws governing non-discrimination in employment. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Brevard Zoo expressly prohibits any form of unlawful employee harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of Brevard Zoo's employees to perform their expected job duties is not tolerated.

Brevard Zoo will not tolerate retaliation against employees who raise concerns or who file a claim of discrimination whether through external agencies or through Brevard Zoo's internal procedures.

Brevard Zoo is committed to an inclusive environment where employees are encouraged to be their authentic selves. We value the diverse qualities, perspectives, and experiences of all individuals. Join us in sharing the joy of nature to help people and wildlife thrive.

CHIEF FINANCIAL OFFICER

FOR HUMAN RESOURCES USE ONLY

Department: Finance
Schedule: 30 hours or more. – 12 months
Content By: Chief Financial Officer
Compensation: Human Resources

Revision:	Date:	Revision Control:	Initiated By:
1.0	09/26/2024	Developed	Amy Hardman – Chief Financial Officer
2.0	03/28/2025	Revised as to required qualifications and updates to essential functions	Beth Thedy, CHRO