
Job Description

For more than 25 years, Camp Twin Lakes (CTL) has provided life-changing camp experiences to thousands of Georgia's children with serious illnesses, disabilities and other life challenges. Camp Twin Lakes provides full week overnight summer camps and year-round weekend retreats at three fully-accessible and medically supportive campsites, and through hospital based Camp-To-Go programs. Camp Twin Lakes collaborates with more than 60 different nonprofit organizations, each serving a different population, to create customized programs that teach campers to overcome obstacles and grow in their confidences and capabilities. For more information, please visit our website at www.camptwinlakes.org

We are currently looking for a Director of Finance and Administration in our business office in midtown Atlanta, Georgia. The Director of Finance and Administration will report directly to the Chief Executive Officer. The Director of Finance and Administration is responsible for directing the financial functions of Camp Twin Lakes and providing oversight of all accounting and financial reporting activities. At Camp Twin Lakes, this position is also responsible for the oversight of the Administrative functions of IT and HR. The Director of Finance and Administration works closely with the Finance, Audit, Human Resources and Investment Committees. The position is a member of the senior management team and participates in the overall management of the organization.

Essential Duties and Responsibilities:

Accounting and Finance:

- Supervises staff accountant
- Establishes accounting policies and procedures for all finance related transactions
- Prepares annual budget, setting realistic goals for CTL
- Develops long-range capital plan and implement processes to monitor and update
- Supports other committees and initiatives in the development of business plans
- Prepares and manages annual external audit process
- Partners with the Board Chairs of Finance, Audit and Investment Committees to prepare materials and facilitate meetings

Administration:

- Oversees the HR function and supervise the part time HR generalist
- Reviews bids for annual insurance benefit renewals and recommends best option
- Works with third party administrator to maintain and administer 403(b) plan
- Approves bi-weekly payroll
- Leads HR related projects
- Provides leadership and oversight of the IT function and serves as the primary liaison between CTL and the IT provider
- Performs additional projects as part of the senior management team as they arise

General Requirements:

- BS in accounting, minimum of 7-10 years experience
- CPA and/or MBA with not-for-profit experience preferred
- A team player that routinely shares information and works collaboratively with other staff and with the CTL Board and Committees
- Strong interpersonal and communication skills
- Demonstrates high integrity and personal productivity as an example to staff
- Proven experience, knowledge and proficiency in managing the financial function
- Experience with developing and updating policies and procedures related to both accounting and HR
- Experience with accounting and payroll software

Job Type: Full-time

Please submit resume and cover letter to careers@camptwinlakes.org