



Burritt on the mountain is seeking part-time Finance Director with a heart for hospitality, good communication skills, and a background in Finance. Qualified applicants will work at a site that preserves North Alabama's history and introduces visitors of all ages to animals, nature, and life in the past.

Primary Responsibilities include:

- Work with the CEO to prepare the yearly budget and track results.
- Work with the auditors that prepare the 990 tax return and yearly audit.
- Work with the Finance Committee of the Board of Directors by preparing monthly reports (Cash report, Statement of Net Position, Budget vs Actual, Cash Flow) and attending a monthly meeting to review such.
- Reconcile bank statements.
- Work with Welcome Center/Gift Shop staff on daily cash reports, inventory, and purchase reconciliation.
- Manage multiple bank accounts and City of Huntsville allocation account.
- Oversee yearly gift shop inventory.
- Record admission/attendance statistics.

Job Requirements:

- College Degree.
- Experience with QuickBooks.
- Position requires a background check.
- Ability to speak English fluently and communicate well.

Position details:

- 20-25 hours per week.
- Pay ranges from \$20-\$25 per hour depending on experience.
- Reports to the CEO
- Oversight of Bookkeeper who pays bills, taxes and handles revenues.

Benefits:

- Participation in the Retirement System of Alabama (RSA)
- Very flexible hours
- Museum membership for employee and immediate family
- Employee discounts

Send Resume and cover to Leslie.ecklund@huntsvilleal.gov

Burritt on the Mountain is committed to providing equal employment opportunities to all applicants of employment. Accordingly, all terms and conditions of employment will be carried out without regard to race, color, religion or creed, national origin or ancestry, sex (including pregnancy, sexual orientation or gender identity), age (40 or older), status as an individual with a physical or mental disability, veteran status, genetic information, and citizenship, or any other factor protected by federal, state, or local law.