



# IOLANI PALACE

## The Friends of 'Iolani Palace Job Description

<b>Position:</b>	Director of Finance
<b>Department:</b>	Finance
<b>Reports To:</b>	Executive Director
<b>FLSA Status:</b>	Full-time, Exempt (40-hour week)
<b>Pay Scale:</b>	\$80,000-\$100,000, annually, based on experience
<b>Approved by:</b>	Executive Director
<b>Approved Date:</b>	January 6, 2023

### Position Summary

This Director of Finance is responsible for the financial management of The Friends of 'Iolani Palace (FOIP), related business affairs, including human resources, the Retail shop and Reservations. The position serves as a key member of the senior management team.

This position oversees 1 full-time position of Accounting/HR assistant. This position works closely with the Board Treasurer, and serves as a liaison with the Finance Committee, and Investment Committee of the Board of Directors

### Essential Duties and Key Responsibilities:

- Ensures the Board and Executive Director have clear, accurate and timely information on the operating and financial performance of 'Iolani Palace.
- Works with the Treasurer on budgeting and performance management
- Prepares operating and capital budget for submission to Executive Director and Board of Directors.
- Monitors budgets, including collection, custody investment, disbursement and accounting of all FOIP funds.
- Oversees all general ledger transactions and generates financial statements.
- Manages cash flow.
- Prepares documentation and works to facilitate annual independent audit.
- Develops appropriate financial control systems.
- Provides financial data for grant applications and surveys, as requested.
- Oversees risk management, which includes occupational safety and insurance.
- Maintains personnel records.
- Prepares and submits payroll.
- Supervises one full-time financial/HR assistant, who will oversee accounts payable and other bookkeeping functions as needed. That position will also assist with HR.
- Performs other duties as assigned.

### Qualifications and Skills

- College degree required; MBA/CPA preferred.
  - 3-6 years related experience.
  - Experience with QuickBooks, Excel, and Word.
  - Solid experience in finance and human resources.
  - Flexible, able to learn, adapt quickly, strong attention to detail and ability to maintain confidentiality.
  - Strong written and verbal communication, interpersonal, and analytic skills.
  - Excellent organization and time management skills
-



# IOLANI PALACE

- Ability to deal effectively with diverse individuals at all organizational levels.
- Excellent strategic leadership skills.

## **Physical Requirements**

- Ability to move about as needed throughout the day.
- Requires ability to sit up to 8 hours per day with intermittent occasional moving about workspaces.

## **Work Environment**

- Work is performed in person, Monday through Friday, in an office environment.
- When needed to work some evenings and weekends, work may be performed in 'Iolani Palace, on the grounds of 'Iolani Palace, or other community setting.
- Prolonged periods of sitting at a desk and working on a computer and talking on the telephone.
- Must be able to lift 30 pounds.

This job description is a summary of job, duties, responsibilities, and qualifications and in no way states or implies that these are the only duties to be performed by the employee filling this position. Employee will be required to follow any other job-related instructions and to perform any other job-related duties requested by their immediate supervisor.

For questions or to submit a resume, email [jobs@iolanipalace.org](mailto:jobs@iolanipalace.org).

---