



POSITION ANNOUNCEMENT

Position Title: Chief Financial Officer/Chief Operating Officer

Location: Mission Bay, San Diego

Job Classification: Full time exempt

Salary: \$120,000-\$130,000 starting, plus full benefits

Immediate Supervisor: President/CEO (appointed by Board of Trustees)

Job Summary: As a member of the Institute's executive team, reporting directly to the President/CEO and the Board of Trustees, the Chief Financial Officer/Chief Operating Officer coordinates the financial, human resources, IT, facilities, safety, and other administrative functions throughout the Institute. Established in 1963 by the founders of SeaWorld as an independent non-profit to "*return to the sea some measure of the benefit's derived from it,*" the Institute, with a \$6 million dollar operating budget, has a long history of field research throughout the United States, along all its coastlines, and around the world.

Responsibilities:

- Directs and manages organization's financial policies and functions, in accordance with generally accepted accounting principles
- Manages and reviews all aspects of human resources including benefit administration and training.
- Coordinates with the Facilities & Safety Manager and Chief Science Officer to oversee safety and facilities, including preventative maintenance and appropriate staff safety measures.
- Oversees the Institute's IT consultants, ensuring reliable and up-to-date functioning of all IT systems
- Supervises and supplements operations staff (HR Manager, Accounting Manager, Front Desk Coordinator, Facility & Safety Manager, IT consultants, and other staff as appropriate)
- As Corporate Secretary, handles corporate responsibilities for the Board of Trustees and maintains the corporate record

Qualifications

- B.S. degree in accounting, M.B.A. preferred
- Nonprofit A-133 audit experience strongly preferred
- Experience in all facets of accounting
- Experience in managing administrative staff
- Experience in human resources and benefit management
- Experience in facilities management, laboratory management preferred
- Experience in employee safety management
- Ability to create, troubleshoot and maintain Access databases preferred

Physical Requirements and Working Conditions:

- Must possess mobility to work in a standard office setting and to use standard office equipment, including a computer
- Ability to lift 20-pound box and load and unload vehicles

- Vision to read printed materials and a computer screen; hearing and speech to communicate effectively in person and over the telephone
- Ability to travel locally, regionally and nationally and access to reliable vehicle for this purpose
- Availability to attend occasional evening and weekend events and meetings
- Supports a diverse, equitable, and inclusive work environment where all staff, volunteers and guests are respected and valued.
- Must be authorized to work in the United States.

The physical demands described here are representative of those that must be met by the employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals to perform these essential functions.

At Hubbs-SeaWorld Research Institute, your base wage is only a portion of your overall compensation package. We are proud to offer a full benefits package, which may include:

- Health insurance benefits options, including medical, prescription, vision, dental, life, and short- and long-term disability.
- Flexible spending accounts for medical and dependent care expenses
- Retirement Plan options
- Paid time off for all regular FT team members (starting at 10 annual days sick/10 days vacation/12 days holidays)
- Employee Assistance Program – confidential professional counseling, financial, and legal assistance provided at no charge to employees and immediate family members

Hubbs-SeaWorld Research Institute is committed to a diverse, equitable, and inclusive work environment where all trustees, staff, volunteers, collaborators and guests feel respected and valued regardless of gender, age, race, ethnicity, national origin, sexual orientation or identity, disability, or education. We're committed to being nondiscriminatory and providing equal opportunities for employment, volunteering, representation, and advancement in all areas of our work.

How to apply: Please send a cover letter and resume in either Word or PDF format to hr@hswri.org. Hubbs-SeaWorld Research Institute is an Equal Opportunity Employer.