



**HERITAGE  
FOUNDATION**  
WILLIAMSON COUNTY, TN

DOWNTOWN  
FRANKLIN  
ASSOCIATION

*The*  
**FRANKLIN  
THEATRE**

FRANKLIN  
*Grove*  
ESTATE & GARDENS

History and  
Culture Center  
WILLIAMSON COUNTY, TN

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Do you have a passion for nonprofit work? Are you a tenured finance and administration professional? If so, your next job opportunity is waiting for you – come join us! The Heritage Foundation of Williamson County, TN is actively recruiting for a **Chief Financial Officer**.

**POSITION SUMMARY:** Reporting to the President & CEO, the Chief Financial Officer manages all finance, human resources, and administrative functions for the Heritage Foundation and its divisions, the Downtown Franklin Association, The Franklin Theatre, the History & Culture Center (in development), and Franklin Grove Estate & Gardens (in development).

At hiring in 2023, this position would directly supervise a part-time accountant and part-time finance assistant as well as manage several outside firms and contractors including CPA firm/auditors, investment management firm, HR consulting firm, insurance broker, etc.

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**ESSENTIAL RESPONSIBILITIES:** To perform this job, an individual must perform each essential function satisfactorily with or without a reasonable accommodation.

- Serve as a member of the organization's senior leadership team, guiding and responding to high-level needs of the organization and interfacing with the board of directors regularly. Serve as the staff liaison to the board of directors' finance committee.
- Provide strategic vision and insight and utilize forward-looking models and activity-based analyses to achieve financial excellence.
- Direct and guide the finance team in all financial matters, to capture and process all transactions; document and quantify commodities; generate required reports and statements; perform and participate in necessary internal/external audits and reviews to verify all activities are appropriately executed and documented in line with GAAP standards and state/federal regulatory requirements.
- Manage cashflow forecasting in partnership with the Chief Executive Officer and senior leadership team; collaborate to assess the financial efficacy of program operations and establish finance and administrative systems to support operations.
- Responsible for some level of day-to-day financial activities such as managing accounts receivable, accounts payable, billing, reconciling, payroll, etc. in conjunction with other finance staff.
- Prepare financial reports for the Chief Executive Officer and Board of Directors; ensures all financial reports are timely and accurately submitted to state and federal agencies, as required.
- Direct and oversee inclusive annual budget development process, including the presentation of final budget recommendations to the Chief Executive Officer and board of directors.
- Work with external auditors to prepare and review audit schedules and annual report of audit findings.
- Lead the management and execution of Heritage Foundation's human resources initiatives, including but not limited to leading employee handbook updates, directing the annual review process, overseeing benefits program and annual health insurance bidding, maintaining appropriate employee records, etc.
- Alongside all full-time staff, act as day-of event staff for various weekend and evening events such as street festivals, key fundraising events, etc.
- Thrive in highly collaborative and mission-driven culture.
- Perform other duties as assigned.



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**Education and/or Experience:** Bachelor's degree required. CPA certification preferred. Minimum 10 years relevant of experience required. Demonstrated senior leadership experience within a complex and multidisciplinary institution. Nonprofit experience preferred.

**Other Qualifications:**

- Knowledge of regulatory standards and compliance requirements. GAAP knowledge and experience.
- Up-to-date knowledge of current financial and accounting software systems.
- Ability to strategize, problem solve, and make sound business decisions.
- Experience in developing budgets, financial plans, and pro formas.
- Familiarity with investment management and funding sources.
- Demonstrated success in financial planning and analysis, tax planning, and finance operations management.
- Excellent verbal, analytical, organizational, and written skills.
- Ability to act as a brand ambassador of the Heritage Foundation and its divisions.
- Model a leadership style that is open, supportive, collaborative, and respectful of all staff members.
- Interface and communicate effectively with colleagues at all levels and ability to thrive in highly collaborative and mission-driven culture.

**If you are interested in this exciting opportunity, please send your resume and cover letter to [bbeasley@williamsonheritage.org](mailto:bbeasley@williamsonheritage.org). No phone calls, please.**

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**ABOUT THE HERITAGE FOUNDATION OF WILLIAMSON COUNTY**

Since 1967, the Heritage Foundation of Williamson County has been dedicated to preserving Williamson County's architectural, geographic, and cultural heritage as well as promoting the ongoing revitalization of downtown Franklin in the context of historic preservation. Notable projects include The Franklin Theatre, Roper's Knob, parts of the Franklin battlefield and the Old, Old Jail. The Foundation brings county history to about 3,000 school children each year through the Heritage Classroom program as well as walking tours of downtown Franklin. Events and festivals produced by the Heritage Foundation such as Main Street Festival, the Heritage Ball, Pumpkinfest and Dickens of a Christmas bring hundreds of thousands of locals and visitors to downtown Franklin each year. The Heritage Foundation is the parent organization of four divisions, The Franklin Theatre, the Downtown Franklin Association, the organization's current adaptive reuse project, Franklin Grove Estate & Gardens, and its newest division, the History & Culture Center of Williamson County. For more information about the Heritage Foundation, visit [www.williamsonheritage.org](http://www.williamsonheritage.org).