

**Deputy Executive Director**  
**Metropolitan Zoological Park and Museum District**  
**St. Louis, Missouri**

**The Metropolitan Zoological Park and Museum District**

The Metropolitan Zoological Park and Museum District (ZMD) is the first and most successful regional cultural taxing institution in the United States. The ZMD is an independent, quasi-governmental entity established by Missouri statute on January 1, 1972. The ZMD provides funding for the Saint Louis Zoo, Saint Louis Art Museum, Saint Louis Science Center (formerly known as the Museum of Science and Natural History), Botanical Garden, and Missouri History Museum.

In 2016, the citizens of St. Louis City and County provided both the Saint Louis Zoo and Art Museum with approximately \$20.86 million of tax revenue. The Science Center, Botanical Garden, and Missouri History Museum each received approximately \$10.42 million of tax revenue. Tax support plays a significant role in the operations of these institutions.

The ZMD is governed by an eight member Board; each member is appointed for a four-year term. The Mayor of the City of St. Louis appoints four Board members and the St. Louis County Executive appoints four Board members.

**Details Regarding the Deputy Executive Director Position**

**Summary**

The Deputy Executive Director's position is part-time but could eventually become full-time. The Deputy Executive Director will assume a variety of duties including: internal financial reporting; assisting in the preparation of the ZMD's administrative budget; developing internal control policies and procedures; and, in conjunction with consulting firm personnel, serving as the information technology system administrator.

**Duties and Responsibilities**

The Deputy Executive Director's duties and responsibilities include:

- Preparing monthly internal financial statements, required journal entries, and summary memos detailing the financial activities that occurred and budget variances that developed during the period.

- Performing information technology administrator duties, under the guidance of consulting firm personnel.
- Designing and updating financial spreadsheets and reports using Excel and accounting software.
- Responding to inquiries from ZMD Board members and representatives of the five related cultural institutions.
- Interacting with representatives from the ZMD's outside accounting firm during the annual audit and special engagements. Preparing and/or reviewing audit work papers.
- Initiating and/or authorizing cash transactions.
- Reviewing underlying documentation that supports payments to the related cultural institutions.
- Ensuring that the ZMD's financial records and reports are prepared and maintained in compliance with current accounting standards and governmental regulations.
- Recommending and designing internal accounting control policies and procedures.
- Assisting with the implementation of the ZMD's new accounting system.
- Preparing memos and letters that detail and explain specific financial transactions and policies.
- Organizing and preparing materials for and attending ZMD Board meetings.
- Maintaining the Accounts Payable system.
- Preparing all required tax filings.
- Coordinating the ZMD's conversion to a "paperless office".
- Actively participating in the planning of special projects that occur periodically.
- Assisting in cross-training the Office Manager.
- Participating in cross-training to complete the Executive Director's duties.
- Promoting a culture of teamwork.
- Performing other duties as assigned.

## **Education and Experience**

Bachelor's Degree; Master's Degree preferred.

Certified Public Accountant.

Significant professional work experience; public accounting experience is preferred.

Strong analytical skills.

Self-motivated individual who can work independently.

Software proficiencies including Microsoft Office and computerized accounting software systems.

Excellent written and oral communication skills.

**Please send a letter of interest and resume to J. Patrick Dougherty,  
metzoodist@sbcglobal.net.**