



**Director of Finance**  
**Position Description**

Department: Finance	Reports to: Deputy Director - Operations	Direct Reports: Accounting Manager. Indirect Reports: Senior Accountant, Accountant and A/P Administrator.	
Type: Full-time	FLSA: Exempt	Date: August 14, 2020	Rev. Date:

**KEY RESPONSIBILITIES**

Reporting to and partnering with the Deputy Director for Operations, the Director of Finance provides hands-on leadership to develop and implement appropriate financial and administrative policies and procedures and plays a pivotal role in developing the financial plans and systems to support the museum’s growth and achieve its strategic objectives. He/she is charged with developing multi-year fiscal forecasts, and effectively partnering with the accounting manager to assure timely and smooth delivery of operating budgets, projections and investment tracking.

**LEADERSHIP EXPECTATIONS**

As a senior leader of the museum you will embrace the “call to management.” Every management team member is expected to seek out the Wadsworth’s institutional interest, putting aside personal preference or positional advantage. Possessing a keen understanding of organizational goals, you will act as a strategic partner and advisor to the Director/CEO, Deputy Director, board committees and management peers, leveraging an expert point of view to advance ideas and build organization capabilities.

**ESSENTIAL FUNCTIONS OF THE JOB**

- Develop, evaluate and administer effective and efficient financial management policies and procedures. Assure quality, accuracy, timeliness, and effectiveness of accounting system.
- Manage the Finance Office staff to insure that the museum’s accounting and financial functions are performed effectively. This includes accounts payable, accounts receivable and collections, cost accounting, general ledger, fixed asset, and payroll functions.
- Direct preparation, review, and analysis of financial reports and statements to ensure that the museum’s financial condition is in accordance with the guidelines established by management and the Board.
- Manage a multi-year financial tool to support the goals and objectives in the strategic plan and to facilitate long-term direction setting and operational decision-making, and developing business plans.
- Perform necessary financial analysis and planning. Responsible for internal and external financial reporting up through Board of Trustee level including issuance of annual financial statements.
- Implement and oversee compliance with museum’s internal control process to safeguard all museum assets.
- Guide and facilitate the entire budget and budget process including implementation.
- Establish and maintain accounting control over the museum’s restricted and endowment funds. Monitor and track the investment portfolio as required.
- Direct cash activities to maintain appropriate cash levels in line with cash management and banking policies, procedures and protocols. Manage banking relationships to optimize service and minimize cost to the museum.

- Ensure compliance with funder regulations and all applicable state and federal laws.
- Coordinate preparation of the financial portion of grant reports and billings to ensure compliance with requirements and policies of funding sources.
- Direct preparation for financial and retirement plan annual audit and other audit activities iyear-end financial review and prepare tax returns including but not limited to Federal 990 and 990T, CT-990T, 5500 and Single State Audit Act, etc.
- Required to stay abreast of changing rules and regulations ensuring organization complies with existing standards and changes, i.e. AICPA, FASB, GAAP, IRS and Federal and State regulations.
- Manage all insurance coverage and risk management systems.
- Staff liaison to the Finance, Audit and Investment committees and participates on other committees as required.
- Contribute, as a member of the senior management staff, to the policy making for and management of the museum.

#### **MINIMUM QUALIFICATIONS:**

- A Bachelor or Master's degree in Finance, Accounting, Business Administration or comparable field. CPA is desirable.
- A minimum of five (5) years leadership experience in finance/accounting including supervision of a professional staff.
- Related experience in non-profit accounting preferably in an arts or cultural organization.
- Do "what needs to get done" perspective and work ethic.

#### **REQUIRED SKILLS AND ABILITIES**

- Must be a leader, able to provide operational level direction to the museum's financial activities.
- Lead others, supervise, motivate and evaluate staff in high volume, fast-paced environment.
- Must have the capacity to work effectively and in close cooperation with a wide range of people, from trustees to staff, to outside entities and individuals in order to ensure the successful operation of the museum.
- Be agile, demonstrating a comfort level with ambiguity by acting/reacting with flexibility and approaches problems from different perspectives with a solution orientation.
- Possess the ability to assess and implement opportunities for improvement in financial administration.
- Have exceptional and demonstrated analytical and organizational skills. Organize and accomplish multiple projects concurrently.
- Have strong interpersonal and communication skills to foster effective working relationships at all levels.
- Extensive use and knowledge of computerized accounting applications and spreadsheet software. Financial Edge and Tessitura preferred.
- Be able to work under pressure and operate efficiently and calmly.
- Up-to-date knowledge of accounting practices, internal controls, FASB and GAAP, and nonprofit compliance.
- Communicate effectively, with demonstrated active listening skills and clear verbal and written communication skills.
- Provide general oversight and management policies; procedures and implementation of accounting and budgeting compliance, financial reporting and analysis, grants management, financial risk assessment, and auditing functions and procedures.

### **WORK SCHEDULE**

The work schedule generally comprises ten eight hour days in a two-week period, Monday – Friday. Additional hours/days may be necessary in order to meet the job requirements, this could encompass evening hours and weekend work.

### **WORKING CONDITIONS**

The work environment characteristics described here are representative of those a Director of Finance encounters while performing the essential functions of the role:

Climate controlled art museum with display galleries, standard offices, café, library/archives, theater, museum shop, and other non-public spaces. Work is performed primarily indoors and occasionally outdoors in lobbies, art display galleries, public and as well as non-public offices and storage areas. Our Covid-19 related protocols mandate the wearing of masks by staff and visitors in all public areas and group settings.

Employee is required to move about their work area, between galleries and storage areas, ascend and descend stairs; and stand and/or sit for extended periods of time. The employee is occasionally required to lift, drag and/or move up to 15 pounds unassisted. The employee is required to visually or otherwise identify, observe and assess.

Reasonable accommodations may be made to enable qualified individuals with a disability to perform the essential functions to the extent the Wadsworth may do so without undue hardship. The term “qualified individual with a disability” means an individual who with or without reasonable accommodation can perform the essential functions of the position.

### **DISCLAIMER**

The preceding job description has been designed to indicate the general nature and essential duties and responsibilities of work performed by Director of Finance. It may not contain a comprehensive inventory of all duties, responsibilities, and qualifications required to do this role. Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time.

### **HOW TO APPLY**

Wadsworth Atheneum is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

You can do so by sending a cover letter noting the reason for your interest and salary requirements, plus your resume to: [staffing.finance@thewadsworth.org](mailto:staffing.finance@thewadsworth.org)