

Director of Finance Position Description

Department: Finance	Reports to: Deputy Director – Operations & CFO	Direct Reports: Head of Accounting Operations. Indirect Reports: Senior Accountant, Accountant	
Type: Full-time	FLSA: Exempt	Date: June 16, 2021	Rev. Date:

KEY RESPONSIBILITIES

The Director of Finance serves as a member of the senior leadership team overseeing all financial and accounting matters ensuring transparency, oversight, sustainability, and compliance. Reporting to the CFO and working closely with the CEO, and the Board Treasurer, the Director of Finance will develop and implement a multi-year financial plan, underpinned with actional solutions, in support of strategic and operating goals.

LEADERSHIP EXPECTATIONS

As a senior management team member, the Director of Finance is expected to seek out the Wadsworth’s institutional interest, putting aside personal preference or positional advantage. They will partner with museum leadership, staff, and board, conceptualizing and analyzing problems and solutions in a proactive, constructive, and creative manner driving improved performance across the organization.

ESSENTIAL FUNCTIONS OF THE JOB

- Oversee internal and external financial reporting up through Board of Trustee level including issuance of operations reports, budget analysis, projections, and annual financial statements.
- Direct the annual budgeting process and the development of financial plans/systems including annual/multi-year fiscal forecasts.
- Construct financial models and strategic analysis for proposed Museum activities and programs. Support department heads in understanding the financial and/or operational implications of programming decisions.
- Ensure that the museum’s accounting and financial functions are performed effectively (quality, accuracy, timeliness.) Continue to build effective and streamlined administrative/financial systems.
- Ensure that the museum’s financial condition is in accordance with the guidelines established by management and the Board. Assures compliance with the museum’s internal controls.
- Create and manage a multi-year financial tool in support of the goals and objectives in the strategic plan and to facilitate long-term direction setting and operational decision-making.
- Optimize accounting system technology. Access and effectively utilize Financial Edge and Tessitura technology platforms.
- Motivate, supervise, evaluate, and mentor finance staff. Create a supportive, collaborative, productive and healthy work environment based on respect, teamwork and clear expectations and responsibilities. Set performance standards and provide timely, constructive feedback. Support opportunities for professional development.

- Manage all insurance coverage and risk management systems.
- Establish and maintain accounting control over the museum's restricted and endowment funds monitoring and tracking the investment portfolio.
- 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.
- Provide grant funding support as required.
- Assures timely completion of the financial and retirement plan annual audits and support for other audit activities including year-end financial review. Oversees the preparation of tax returns including but not limited to Federal 990 and 990T, CT-990T, 5500 and Single State Audit Act, etc.
- Stays abreast of changing rules, regulations and best practices ensuring organization complies with existing standards and changes, i.e., AICPA, FASB, GAAP, IRS, and Federal and State regulations.
- Serve as the functional expert and staff liaison to the Finance, Audit, and the Investment committees of the Board of Trustees.

MINIMUM QUALIFICATIONS

Any combination of education and experience providing the required knowledge, skills and abilities for successful performance would be qualifying. Typical qualifications would be equivalent to:

- A Certified Public Accountant (CPA) license or Master's level achievement if not a CPA, is preferred.
- Bachelor's degree in Finance, Accounting, or related field.
- Extensive successful experience leading a comprehensive finance operation including supervision of a professional staff, preferably a minimum of ten years.
- Related experience in non-profit or an arts/cultural organization is preferred.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Able to provide operational level direction to the museum's financial activities.
- Keen analytic and problem-solving skills which allows for strategic data analysis versus reporting numbers.
- Ability to lead, supervise, motivate, and evaluate staff in high volume, fast-paced environment.
- Ability to work effectively and in close cooperation with a wide range of stakeholders, including Trustees, coworkers, outside entities and individuals, to ensure the successful operation of the finance operation and 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.
- Strong interpersonal skills to foster effective working relationships at all levels.
- Successful use and knowledge of computerized accounting applications and spreadsheet software.
- Up-to-date knowledge of accounting practices, internal controls, FASB and GAAP, and nonprofit compliance.

- Ability to communicate effectively, with demonstrated active listening skills and clear verbal and written communication skills.
- Ability to engage in self-evaluation with regard to leadership, performance, and professional growth.

WORK SCHEDULE

The work schedule generally is Monday through Friday, 9 a.m. to 5 p.m. A flexible work schedule or additional work hours may be necessary, to meet the requirements of this job position, which could encompass evening hours and weekend work. The responsibilities and required interactions of this position are not conducive to remote work.

PHYSICAL/MENTAL/SENSORY DEMANDS

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 spaces and non-public offices and storage areas.

Compliance with Museum health and safety-related protocols.

While performing the duties of this job, the employee is frequently required to receive oral and written instructions in English and to clearly communicate in English in person, over the telephone, through email and through other electronic means. The 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 identify, observe, and assess visually or otherwise.

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 functions and responsibilities of work performed by the employee in this job position. It may not contain a comprehensive list of all duties, responsibilities, and qualifications required for this role. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.