Position Description

The Director of Finance serves as a member of the senior leadership team overseeing all financial and accounting matters. Reporting to the CEO, and working closely with the Board Treasurer, the Director of Finance develops and implements a multi-year financial plan, underpinned with actional solutions, in support of strategic and operating goals.

Salary: $110,000 - $130,000 annually

Essential Responsibilities

- Oversee internal and external financial reporting up through Board of Trustee level
- Direct the annual budgeting process and the development of financial plans/systems
- 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 financial condition is in accordance with the guidelines established by management and the Board.
- Create and manage a multi-year financial tool in support of the goals and objectives in the strategic plan
- Access and effectively utilize Financial Edge and Tessitura technology platforms.
- Motivate, supervise, evaluate, and mentor finance staff and other direct staff reports.
- 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.

Minimum Requirements
**Education and Experience:**

- Bachelor's degree in Finance, Accounting, or related field required, Master’s degree preferred.
- Related experience in non-profit is required, an arts/cultural organization is preferred.
- A Certified Public Accountant (CPA) license is preferred.
- Minimum of ten years of successful experience leading a comprehensive finance operation including supervision of a professional staff, preferably a minimum of ten years.

**Skills and Abilities:**

- Strong ability to provide operational level direction to the museum's financial activities.
- Excellent analytic and problem-solving skills, focusing on strategic data analysis.
- 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.
- Agility, demonstrating a comfort level with ambiguity by acting/reacting with flexibility and approaches problems from different perspectives with a solution orientation.
- Strong interpersonal skills to foster effective working relationships at all levels.
- Maintains current 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.

**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 position, which could encompass evening hours and weekend work.