

Financial Manager

Department: Finance
Reports To: Executive Director

FLSA Status: Exempt
Effective Date: November 2016

The critical features of this job are described under the headings below. This job description does not prescribe or restrict the tasks as shown below and may be subject to change at any time.

Job Summary

Maximizes the return on financial assets by adhering to Museum financial policies and establishing procedures, controls and reporting systems. Ensures legal and regulatory compliance for all accounting and financial reporting functions. Oversees and conducts cost and general accounting, accounts receivable/accounts payable, employee payroll and benefits, budget, and risk management.

Essential Duties and Responsibilities

- Coordinates with Executive Director in financial planning and strategy.
- Prepares and monitors Museum current fiscal year budget.
- Provides and presents Museum financial reports to Finance/Endowment and Executive Committee, Board of Trustees, trustee committees, governmental agencies and support groups as required.
- Performs all responsibilities assigned as Museum cashier.
- Processes accounts payable and accounts receivable.
- Manages Museum employee benefits program and payroll.
- Manages Museum purchasing policies and procedures.
- Guides financial decisions by establishing, monitoring, and enforcing procedures that adhere to Museum policies.
- Protects assets by establishing, monitoring and enforcing internal controls.
- Maximizes return and limits risk on cash by managing cash account and reserve balances and making investment transactions in conjunction with the Executive Director and the Board of Trustees.
- Provides status of financial condition of the Museum by collecting, interpreting, and reporting key financial data.
- Ensures compliance with federal, state, and local legal requirements by researching existing and new legislation, consulting with outside advisors, and filing financial reports.
- Advises management of impending actions and potential risks.
- Supervises annual audit performed by outside auditors; collects and provides all information for Form 990.
- Serves as senior manager in the area of visitor services by supervising and training BAM Store staff and Visitor Services staff.

SECONDARY FUNCTIONS

- Support activities associated with human resources include employee benefits coordination and management.
- Manages budget and controls expenses effectively.
- Acts as liaison for contracted service providers as appropriate.
- Participates in contract negotiations and maintains contracts as appropriate.
- Keeps up-to-date on information and technology affecting functional area(s) to increase innovation and ensure compliance.
- Other duties as defined by Executive Director.

Additional Responsibilities

- Participates in museum fundraisers and provides cash management and treasury services.
- Other duties as assigned by Executive Director.

Supervisory/Managerial Responsibilities

Carries out supervisory/managerial responsibilities with direct-report subordinates in accordance with the organization's policies, procedures, and applicable laws. Responsibilities include interviewing, making recommendations for hiring and firing; training employees; planning, assigning, and directing work; appraising, rewarding, and disciplining employee performance; addressing concerns and facilitating problem resolutions.

Minimum Qualifications

Two years of administrative experience in a non-profit organization.

Knowledge of GAAP accounting standards, particularly in terms of nonprofit accounting and reporting functions.

Two years of benefits administration experience. Knowledge of HIPAA and ACA regulations.

One year of payroll administration experience. Experience with ADP Payroll desired.

Demonstrated competency with desktop computer, presentation software, spreadsheet software.

Effective presentation skills. Ability to discuss complex financial issues at all levels of the organization and public.

At least two (2) years of personnel management experience.

Education Requirements

Bachelor's degree (B.A.) from four-year college or university in Accounting or Business Administration; with three to five years related experience and/or training or equivalent combination of education and experience.

Language Requirements

Proficiency in reading, writing and comprehension of the English language.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts; fumes or airborne particles, outside weather conditions and risk of electrical shock. The noise level in the work environment is usually moderate. Works overtime and weekends. Work is frequently stressful and requires the ability to meet tight deadlines. This position does not require routine or regular engagement in interstate commerce.