



TITLE: Director of Finance

REPORTS TO: Director

CLASSIFICATION: Exempt

HOURS: Full-time, 40 hours per week

LAST UPDATE: September 2021

POSITION MISSION

As a member of the Museum's management team, the Director of Finance must understand and help to sustain the institution's mission. The Director of Finance reports directly to the Director and works closely with the Treasurer, Investment Committee, and the business staff to implement the financial and business objectives of the Museum. The job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. Duties, responsibilities, and activities may change or new ones may be assigned at any time with or without notice.

RESPONSIBILITIES

- **Financial Leadership** – Develop and monitor the operating and capital budgets and overseeing the accounting and related financial activities of the Museum, including the preparation of monthly and annual financial statements; project and grant reports to ensure compliance with requirements and policies of funding sources; and cash flow statements that will assist the Director, the department heads, and the Board of Trustees in the management and governance of the institution.
 - Oversee the financial aspect of earned income activities of the Museum, such as the Museum Shop, admissions, programs, and special event revenues. Responsibilities in this area include financial projections and developing solid business plans with objectives and goals.
 - Work closely with the Treasurer and Investment Committee in support of the effective oversight of the Museum's financial assets, including its restricted, temporarily restricted, and operating assets.
 - Serve as main point of contact for independent auditors to complete the annual financial statement audit and IRS Form 990, preparing supporting schedules and providing backup documentation as required.
- **Administer the Business Office** – Provide for the full utilization of computerized fund accounting applications designed to accurately track all income and expenses according to regular and project accounts. Oversee the benefits program for its staff, including the health insurance and retirement programs.
 - Supervise the Business Manager, who oversees accounts payable, payroll, cash receipts and other bookkeeping functions.
 - Assist the Director in monitoring the Museum's insurance and risk management program as it applies to its facilities and collections.

- Coordinate annual 5500 filing for retirement plan, workers compensation audit, Connecticut business filing, CT Department of Consumer Protection charitable registration and any additional required filings.
- **Coordinate the accounting and financial functions** – Assist the Director in setting the appropriate policies, systems, and procedures.
 - Initiate and monitor financial policies that will ensure safe cash management procedures, and timely handling of accounts payable, receivable, and payroll.
 - Clearly communicate these policies and procedures and train colleagues charged with programmatic and departmental budgetary responsibilities.
- Required to attend events/meetings outside regular business hours throughout the year.

NECESSARY SKILLS

- Experience in supporting a fundraising team.
- Experience with cloud-based systems such as Altru, Financial Edge NXT, and Paycor. Demonstrate basic technologic skills and enthusiasm to learn new technology.
- Shows a commitment to serve the public. Ensures that actions meet public needs and is committed to continuous improvement.
- Conduct oneself with the highest standards of decorum, objectivity, and professional integrity in every circumstance that relates to the operations of the Museum or may influence the endeavors or reputation of the Museum. In no way shall personal gain of any kind influence the decisions of the Museum. Recognize that personal activities may reflect upon the reputation of the Museum. Shall not misrepresent the mission, objectives, policies, or programs of the Museum.
- Be an excellent communicator, in both written and oral form. This includes being able to take a large amount of information and summarizing it quickly both in writing and orally on a regular basis. Ability to track communication across multiple channels without losing any details.
- Assesses and recognizes own strengths and weaknesses; pursues self-development.
- Inspires and fosters team commitment, spirit, pride, and trust. Facilitates cooperation and motivates team members to accomplish group goals. Able to resolve conflicts and disagreements in a constructive manner.
- Holds self and others accountable for measurable high-quality, timely, and cost-effective results. Accepts responsibility for mistakes. Complies with established control systems and rules.
- Builds consensus through give and take; gains cooperation from others to obtain information and accomplish goals.

This position requires a strong financial management background and solid business planning experience. The Director of Finance is expected to have a college degree in finance, accounting, or a related field and a minimum of three years of professional experience in financial management, preferably in a non-profit setting. A graduate degree in business, finance, art administration or similar is desirable, or the equivalent combination of education and experience. Knowledge of, and interest in, museums and the arts are a distinct advantage.