



Title: Director of Finance

Department: Finance and Operations

Status: Full time, Exempt, Salary range \$90,000 - \$110,000

Supervisor: Executive Director

Position Purpose: The Director of Finance works closely with the Executive Director and senior staff to achieve the Museum's strategic goals. Oversees all financial functions of the Museum. Oversees Visitor Experience. Leads efforts for process improvements, earned income strategy, and performance enhancement throughout the organization.

Responsibilities

Financial

- Oversees all financial activities to ensure accurate financial records, utilizing proper methods of accrual and cash accounting, and following generally accepted accounting principles as applied to the Museum.
- Presents regular financial and cash flow reports to management and the Finance Committee, Executive Committee and Board of Trustees. Prepares special reports and analysis for the Director or Trustees as requested.
- Responsible for annual audits and preparation of all required tax, compliance, and regulatory filings. Coordinates, prepares for, and acts as liaison during annual audit of the consolidated financial statements of MNA & MNA Foundation, and for annual Form 990 returns for MNA and MNA Foundation.
- Manages annual and long-term budgetary planning and cost management, including capitalization strategy and proper allocation of restricted funds and endowments
- Administers, transfers to and from bank accounts and brokerage accounts. Corresponds with bankers, investment advisor, and attorneys when appropriate.
- Serves as contact for Endowment Foundation, providing reports and information for Foundation Board.
- Establishes and maintains analytics to support business and strategic decisions.
- Responsible for oversight of earned revenue operations across MNA, makes recommendations for pricing levels for earned income activities. Identifies and assesses new opportunities for earned income. Oversees Museum event rental services; ensures regulatory compliance; establishes competitive pricing policies.
- Assists Human Resources staff to ensure compliance with federal and state regulations concerning taxes, non-discrimination testing, and benefits' pre-tax provisions.
- Acts as principal staff liaison with pension Management Company.
- Works with the Development staff to create annual and long-term fundraising goals and grant requests that support the operating and program expenditure budgets.
- Responsible for compliance and contract review including federal research grants.



Leadership

- Reports to the Executive Director and serves as a key member of MNA Leadership team. As part of the Leadership team, is able to deputize for the Executive Director in their absence.
- Oversees the work of the Finance and Visitor Experience teams, supervising a Staff Accountant and Visitor Experience Manager.
- Assists the Executive Director with strategic and operational planning; makes recommendations based on financial analysis and projections, cost identification, and allocation of revenue/expense analysis.
- Serves as liaison to Finance and Audit Committees and participates in Board meetings; ensures alignment with and understanding of best practices for nonprofit fiscal policy.

Operations

- Supports Visitor Experience Director to ensure all visitor-focused activities are adequately staffed to provide an excellent experience.
- Leads in the development of KPIs across all areas of earned income activity.
- Ensure the CRM software system is being utilized strategically and tactically.
- Oversight of all MNA Contracts for services.
- Contracts for comprehensive and appropriate insurance policies.

Key Relationships

- Works under the direction of the Executive Director.
- Regular contact with Trustees, especially Chairs of the Finance and Audit committees.
- Provides support and information for Endowment Foundation.
- Supervises Staff Accountant and Visitor Experience Manager.
- Close liaison with development staff on setting targets, CRM software, and development events.
- Vendor manager for retirement plan provider and insurance agent.
- Works with all Department Heads on budget, finances, and performance metrics.

Education and Experience Requirements:

- BS in Accounting, Business Administration or related field required.
- Senior level experience in finance in a nonprofit organization a strong advantage.
- MBA an advantage.
- Minimum of five years' managerial experience.
- Familiarity with accounting and CRM software
- Seven years' experience in accounting positions, with at least four years in a management level position.
- Experience in nonprofit financial management at a senior level is an advantage.

Abilities, Skills, and Knowledge:

- Knowledge of Generally Accepted Accounting Principles (GAAP) and fund accounting processes.



MUSEUM of NORTHERN ARIZONA

- Familiarity with accounting and CRM software, Microsoft Office suite and other appropriate software.
- Ability to maintain confidentiality in all professional matters.
- Ability to communicate, both orally and in writing, with staff, trustees, vendors, and others to whom you represent the institution.
- Attention to detail and commitment to accuracy.
- Good emotional intelligence and interpersonal communication skills. This includes the ability to connect with people from diverse racial and socioeconomic backgrounds.
- Ability to work independently and effectively; self-directed; responsible and accountable for decisions.
- Strong managerial and organizational skills.
- Strong diplomacy and time management skills.

Other Requirements:

- Must be fully vaccinated for COVID -19

How to apply:

Please submit a cover letter and resume to employment@musnaz.org. Email is the preferred method of application submission. **Applications will be accepted until November 17, 2022 and resume review will begin after that.**

If you have further questions, please contact Jill Thomas at 928-774-5211, ext 203.