



**Title:** Director of Finance and Operations

**Department:** Finance and Operations

**Status:** Full time, Exempt, Salary \$100,000

**Supervisor:** Executive Director

**Position Purpose:** The Director of Finance and Operations works closely with the Executive Director and senior staff to achieve the Museum's strategic goals by overseeing all financial and operations functions. Areas of specific oversight include Finance and Accounting, Visitor Experience, Gift Shop, Facilities, and Properties. This Director will lead efforts for process improvements, earned income strategy, and performance enhancement throughout the organization.

**Responsibilities:**

**Financial**

- Oversee all financial activities to ensure accurate financial records, utilizing proper accrual and cash accounting methods for non-profit organizations, following Generally Accepted Accounting Principles (GAAP).
- Manages the work of the Staff Accountant, Bookkeeper, and any financial consultants to the organization.
- Presents regular financial and cash flow reports to management and the Finance Committee, Executive Committee, and Board of Trustees. Prepare 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 and 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. Works with staff to establish and track budget activity and performance metrics.
- Administers, transfers to and from bank accounts and brokerage accounts. Correspond with bankers, investment advisors, and attorneys when appropriate.
- Serves as contact for MNA 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 including admissions, retail merchandise, facility rentals, and other programs. Identifies and assesses new opportunities for earned income.
- Assists Human Resources staff to ensure compliance with federal and state regulations concerning taxes, non-discrimination testing, and benefits' pre-tax provisions.



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- Acts as principal staff liaison with retirement plan 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, they will deputize for the Executive Director in their absence.
- 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.
- Oversee the Visitor Experience, Gift Shop, Facilities, and Property Rental teams.

### **Operations**

- Supports Visitor Experience Manager to ensure all visitor-focused activities are adequately staffed and conducted in a professional manner.
- Works closely with the Gift Shop Manager to ensure merchandise is relevant to museum visitors and inventory is well-managed.
- Works with the Head of Maintenance to ensure proper safety and maintenance of facilities on the Museum's campus.
- Oversees Museum event and residential rental services and ensures regulatory compliance.
- Leads in the development of KPIs across all areas of earned income activity.
- Ensures the CRM software system is being utilized strategically and tactically.
- Oversees all MNA contracts for services.
- Contracts for comprehensive and appropriate insurance policies.
- Vendor manager for retirement plan provider and insurance agent.

### **Key Relationships**

- Works under the direction of the Executive Director.
- Works with Directors of all departments.
- Maintains regular contact with Trustees, especially Chairs of the Finance and Audit committees.
- Provides support and information for the Endowment Foundation.
- Close liaison with development staff on setting targets, CRM software, and development events.
- Directly supervises a staff of six including: Staff Accountant, Bookkeeper, Visitor Experience Manager, Gift Shop Manager, Head of Facilities, and Rental Manager.

### **Education and Experience Requirements:**



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- BS in Accounting, Business Administration or related field required. CPA preferred.
- Senior level finance experience in a nonprofit organization.
- 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.

### **Abilities, Skills, and Knowledge:**

- Knowledge of Generally Accepted Accounting Principles (GAAP) and fund accounting processes.
- Familiarity with accounting and CRM software, Microsoft Office suite and other appropriate software, preferably NetSuite and Blackbaud Altru.
- Ability to maintain confidentiality in all professional matters.
- Ability to communicate, both orally and in writing, with staff, trustees, vendors, donors, and visitors.
- Attention to detail and commitment to accuracy.
- Good emotional intelligence and interpersonal communication skills including the ability to connect with diverse audiences.
- 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:**

Visual acuity and ability to work at a computer for extended periods of time. The position is based in Flagstaff, Arizona. Any employment with the museum is contingent upon passing a satisfactory background check.

### **How to apply:**

Please submit a cover letter and resume to [employment@musnaz.org](mailto:employment@musnaz.org). Email is the preferred method of application submission. Applications will be accepted until the position is filled. If you have further questions, please contact Jill Thomas at 928-774-5211, ext 203.

*"We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws."*