



POSITION DESCRIPTION

Department:	Finance
Title:	Director of Finance
Status:	Exempt, Full-time
Work Schedule:	Generally comprises six to ten, 8 hour days in a two week period.
Travel:	0 – 10%
Job Summary:	<p>The Director of Finance is responsible for overseeing the museum’s general ledger, producing financial reports for internal and external financial statement users and supervising the day-to-day operations of the financial reporting and accounting functions. The Director of Finance manages budget oversight and actual expenses for the operation fund and grant programs.</p>
Key Job Elements:	<p>Strategic Responsibilities</p> <ul style="list-style-type: none">• Responsible for monitoring and reporting on total financial operations• As integral member of Management Team work with Executive Director, other Division Directors to provide oversight of museum operations• As outlined in the Investment Policy, responsible for the implementation and ongoing surveillance of the investment program; responsible for adhering to all investment guidelines established by the Finance committee• Provide training of relevant staff to ensure compliance in the completion of financial documents and procedures• Oversees the safeguarding of Hillwood’s fixed assets• Responsible for internal control system of the organization• Understand and ensure compliance of IRS regulations with regard to 501(c)(3) organization regulations• Establish processing and reporting schedules• Responsible for integrity of accounting systems including: software, hardware, files, storage, space and accounting manuals, policies and procedures• Work closely with Director of Human Resources on retirement plans, payroll and benefit issues

- Review bi-weekly payroll input and 403(b) deposits

Financial Statements & Reporting

- Final financial statement reporting and review
- Management reports (projections, budgets, construction, etc.)
- Work with department and Division heads and Executive Director on budget progress throughout the year
- Provide additional analysis to assess organizational trends and strengths or areas of improvement

Investment and Cash Management

- Maintain and monitor banking relationships
- Negotiate banking agreements (credit cards, positive pay, etc.)
- Establish controls over cash
- Monitor investment and over-night investment policy
- Implement and provide ongoing surveillance of investment program as directed by investment guidelines established by the Investment committee
- Oversee reconciliations of investment accounts
- Monitor liquidity of investments
- Review reconciliations of all cash accounts
- Monitor and report on reserves and status of reserve policy
- Responsible for accurate and timely bank deposits

General Ledger

- Ensure integrity of general ledger
- Maintain schedule of postings to general ledger
- Monitor accounts payable function through general ledger including:
 - Accounts payable module set-up and maintenance
 - Over-sight of vendor relations
 - Over-sight of voucher approval and disbursements
 - Approve payables run before checks are processed
 - Ensure checks are properly signed and distributed

Internal Controls

- Responsible for integrity of and establishment of internal controls
- Responsible for documentation of internal controls
- Establish and maintain accounting system manual
- Establish and maintain policies, such as travel, reimbursement, tour refunds, etc.

- Coordinate with outside auditors with evaluation of internal controls

Budgets

- With Executive Director and Management Team to establish strategic and budget priorities
- Oversee budget development and budget process including assisting staff with preparation and monitoring budget progress
- Overall responsibility of maintaining budget system
- Establish budget priorities with Executive Director and Sr. Directors
- Prepare budget presentations and materials to Finance Committee, Executive Committee and Board of Trustees
- Assist staff with preparing budgets
- Monitor budgets monthly and review progress with staff
- Coordinate budgets with Executive Director; Directors and Department Heads
- Supervise installation of budgets into accounting system and management reports
- Establish budget schedules
- Review and monitor subsidiary budgets and spreadsheets for construction projects

Museum, Tax and Payroll Oversight

- Prepare and file reports required by government agencies and other oversight entities, IRS code and regulations.
- Understand and ensure compliance of IRS regulations with regard to 501(c)3 regulations.
- Review and file 990-PF annually
- Review and file 5500 annually
- Review bi-weekly payroll and 403b reporting
- Participates in annual 403b audit
- Files all required payroll taxes

Outside Auditors and Consultants (Investment, Legal, Other)

- Coordinate preparation for annual audit
- Primarily liaison with Auditors
- Communicate with auditors on correct accounting treatment, taxes, and internal controls
- Coordinate with accountants the monitoring of 990 restrictions
- Develop working relationships with Legal/General Counsel

- Develop relationships with Money Managers/Brokers
- Deal with Project Managers; coordinate their review process of invoices
- Review audit results with the Audit Committee

Long-Range Planning

- Work with Board, Executive Director and Staff on long-range planning
- Help develop business plan with long range plan
- Cross-reference to budget process
- Monitor and develop spending policies

Board Responsibilities

- Serve on Board committees including Finance and Investment, Audit
- Prepare and provide financial presentations to Board of Trustees
- Primarily staff liaison between Finance and Investment Committee, investment advisors, custodial institution and investment managers
- Work with Investment consultants on setting discussion and meeting agendas of the Finance Committee,
- Work with Finance Committee on asset allocation, manager selection, and investment
- Make financial presentations at quarterly full Board and Finance Committee meetings
- Carry out all special projects relating to museum's financial operations mandated by Board

Leadership

- Partner with People & Culture to recruit, interview, select and hire employees that are passionate about Hillwood's mission.
- Maintain employee work schedules including special assignments, training, vacations, and cover for absenteeism and overtime scheduling.
- Provide oversight and direction to the Team in accordance with Hillwood's policies and procedures.
- Coach, mentor and develop staff including participating in the performance review process.
- Foster a spirit of teamwork and unity among the Team that allows for open communication, expeditious conflict resolution, and the appreciation of diversity as well as cohesiveness, supportiveness,

and working together effectively to enable each employee and the department to succeed.

- Consistently communicate in a way that embodies Hillwood's standards and spirit of generosity. Maintain transparent communication. Appropriately communicate organization information through department meetings, one-on-one meetings and regular interpersonal communication.

Organizational Relationships

- Reports to the Executive Director.
- Works closely with the Deputy Director, Director of External Affairs, Manager Group Sales, Head of Visitor Services, Head of Retail Operations and Shop Experience, and Inventory, E-Commerce and Merchandising Manager
- Supervises outside vendors.
- Interacts with various levels of staff and volunteers.

Requirements:

Knowledge

- 7-10 years of relevant, progressive work experience, preferably in a museum or cultural setting
- Experience with 501© entities
- Demonstrated experience in financial management and accounting
- Experience with audit, legal compliance, and budget development
- Bachelor's degree required, MBA or CPA preferred

Skills

- Proven effectiveness managing others, empowering them to make decisions
- Experience effectively communicating key data, including presentation to senior management, the Board or other stakeholders
- Polished writing and speaking ability and strong interpersonal skills
- Demonstrated time management skills and detail-orientation
- Analytical and report writing skills
- Access and employ job related computer software (i.e. Microsoft Office, Office 365, MIP Fund Accounting at an effective proficiency level)

Abilities

- Excellent interpersonal and team skills, extremely collegial
- Values diversity of thought, background and perspectives
- Integrity/ethics beyond reproach
- Constantly looking to apply best practices
- Predisposition to mentor and subsequently increase responsibilities as the team develops
- Goal driven strategic thinker
- Works independently with limited supervision
- Adept at correspondence and other required materials in support of department activities
- Well organized with a strong detail orientation and penchant for action
- Customer service orientation and mindset

Work Environment and Physical Conditions:

The physical requirements and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the job or may be encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with a disability to perform the essential functions to the extent the Company may do so without undue hardship. The term “qualified individual with a disability” means an individual who with or without reasonable accommodation can perform the essential functions of the position.

While performing the duties of this job, the employee is frequently required to follow and give oral and written instructions; stand, walk, and/or sit for extended periods of time with limited breaks; use hands to finger, handle or feel, reach with hands and arm, and reach above shoulder height. The employee is regularly required to climb or balance, squat, kneel, and crouch. The employee is occasionally required to detect smells and lift, drag and/or move up to 30 pounds unassisted. The employee is required to visually or otherwise identify, observe and assess. Special vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Employee is required to move about their work area, between buildings and the campus grounds, ascend and descend stairs and steep terrain. While performing the duties of this job the employee is subject outdoor weather conditions and temperatures which at times can be extreme.

The noise level in the work environment is usually moderate and general does not require the use of hearing protection equipment.

Notice:

The preceding job description indicates the general nature and essential duties and responsibilities of work performed by employees within this classification. It may not contain a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to do this job. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time nor does it proscribe or restrict the tasks that may be assigned. This job description is subject to change at any time.

Incumbent

Date