



WILLIAMSTOWN + ATLANTA ART CONSERVATION CENTERS

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Director of Finance and Staff Support

Williamstown, Massachusetts

Position Description

The Williamstown + Atlanta Art Conservation Centers (W+AACC) seeks a qualified and dynamic Director of Finance and Staff Support to join our team at our Williamstown, MA, location.

The Director of Finance and Staff Support will be a strategic thought partner with the Executive Director and the Board of Trustees and will report to the Executive Director. The successful candidate will be an active manager in supporting the following areas: finance, budgeting, staff benefits, hiring, and administration for both the Williamstown, MA, and Atlanta, GA, conservation center locations.

The Director of Finance and Staff Support will be the second highest level employee of W+AACC and a critical part of the senior leadership team, participating in strategic decision making and operations as W+AACC enhances its quality work and builds capacity. This is a tremendous opportunity for a finance and administrative leader to maximize and strengthen the internal capacity of a highly respected, high-impact nonprofit organization.

Responsibilities

Financial Management

- Prepare, analyze, and present financial reports in an accurate and timely manner; clearly communicate monthly and annual financial statements; and oversee all financial, project/program and grants accounting.
- Coordinate and lead the annual audit process, liaise with external auditors and the finance committee of the board of directors; assess any changes necessary.
- Oversee and lead annual budgeting and planning process in conjunction with the ED; administer and review all financial plans and budgets; monitor progress and changes; and keep senior leadership team abreast of the organization's financial status.
- Manage organizational cash flow and forecasting.
- Perform daily, weekly, and monthly bookkeeping and accounting tasks
- Improve W+AACC's robust project and fiscal management and reporting systems; ensure that the project billing and collection schedule is adhered to support operational requirements.
- Update and implement all necessary business policies and accounting practices; prepare an overall financial policy and procedure manual.
- Effectively communicate and present critical financial matters to the board of directors.

Staff Support

- Oversee W+AACC's human resources activities, managing compensation and benefits, performance evaluation, training, and hiring.

- Ensure that on boarding processes are consistent and streamlined
- Improve W+AACC's personnel handbook
- Ensure that employees understand staff policies, and procedures.
- Work closely and transparently with all external partners including members, clients, third-party vendors, and consultants.
- Oversee administrative functions to ensure efficient and consistent operations

Supervisory Responsibilities

Oversees the Director of Operations, the Williamstown Conservation Project Coordinator, the Williamstown Administrative Assistant, and the Atlanta Operations Manager

Minimum Qualifications:

- Minimum of a BA, ideally an advanced financial management or related degree
- At least seven years of overall professional experience; ideally four-plus years of broad financial and operations management experience
- Expertise and experience with accounting rules for nonprofit organizations preferred
- Experience as the lead employee responsible for quality and content of all financial data, reporting, and audit coordination for a division or significant program area
- Demonstrated success working in a senior financial management position for an organization with a similar-sized budget.
- Experience overseeing staff support functions including benefit administration
- Experience with grant writing and management
- Knowledge of accounting and reporting software, specifically Sage 50
- Technologically savvy with experience with accounting and bookkeeping software and managing relationships with software vendors
- Success in setting priorities; keen analytic, organization and critical thinking skills to support and enable sound decision making
- Excellent communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders
- A multi-tasker with the ability to wear multiple hats in a busy, fast-paced environment
- Personal qualities of integrity, credibility, and dedication to the mission of W+AACC
- Must possess a valid driver's license and credentials permitting legal work in the U.S.

Compensation and Benefits

The salary range for this position **starts at \$70,000**. The salary offered will be based on the applicant's combination of skills, abilities, experience, and education.

An excellent benefits package is offered including health, vision, and life insurance; short- and long-term disability; a 403b with a 5% employer match; holidays; and vacation, personal, and medical leave.

To Apply

Applications are requested as soon as possible. Interviews will begin as qualified applications are received.

Applications should include a letter of interest, résumé, and contact information for three references to Julie Reilly, W+AACC's Executive Director, at jreilly@williamstownart.org.

About W+AACC

The Williamstown + Atlanta Centers are nonprofit regional conservation centers that provide conservation expertise and treatment for collections belonging to 58 [member institutions](#), nonprofit, corporate, and private stewards. Our Williamstown Center is located on the grounds of the Clark Art Institute in Williamstown, MA.

W+AACC's mission is to protect, conserve and maintain heritage objects from all cultures; to provide examination, treatment, consultation, and related conservation services for member institutions and other non-profit organizations, corporations, and individuals; to conduct educational programs with respect to the care and conservation of works of art and objects of cultural interest; to participate in the training of conservators; to promote the importance of conservation and increase the awareness of the issues pertinent to collections care; and to conduct research and disseminate knowledge to advance the profession.

Our conservation and preservation work touches upon objects born of all cultures, all times, all geographies, and all belief systems. It is imperative that W+AACC conduct its work within an environment that transcends any race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, age, veteran status, citizenship, immigration status, disability, or protected class. At W+AACC, all perspectives are relevant, vital, and welcome in the development and implementation of the best solutions to conserve, preserve, and share our visual material culture.