

Fort Wayne Museum of Art Job Description

Job Title: Director of Finance

Department: Administration

Reports To: Vice President & COO



Job Summary

The Director of Finance is responsible for the administration of financial affairs of the Museum.

Essential Duties:

Financial Management Duties and Responsibilities:

- Direct the accounting and related financial activities of the Museum.
- Oversee and review work of outside payroll vendor for employee payroll as well as payroll records and reports.
- Manage accounts payable and receivable, paying all vendors and depositing all revenues.
- Recommend appropriate policies and establish internal control procedures to safeguard the assets of the Museum.
- Lead the annual budgeting process with the management team (CEO, COO, CDO, and CPO)
- Provide monthly budget reviews for the management team and the Finance Committee.
- Develop and maintain cash flow projections monthly.
- Provide necessary financial information for staff, the Finance Committee, the Investment Committee, and the Treasurer as needed.
- Attend Board meetings and Finance Committee meetings and present monthly financial statements, discussion of significant events, and other information as necessary.
- Prepare and assure payment of all taxes and complete all related state and federal forms to be in compliance with all relevant agencies.
- Develop all financial information for the Museum's annual audit; work with the auditors through the audit: monitor compliance with Auditor's management letter.
- Invest on a sound financial basis and in a timely manner all Museum operating funds excluding any endowed funds; Work with management and the Finance Committee on the investment of the endowed funds; Provide reports as need to management and the Board.

Operational Duties and Responsibilities:

- Work with the Development Office to ensure accurate records and accounting of all contributions.
- Supply museum cash registers with back-up cash for daily business transactions.
- Process all credit card transactions through the Museum's credit card processing vendor.
- Develop supporting financial information for grant applications and reports.
- Manage the employee benefit program.
- Procure insurance and file insurance claims as needed.
- Work with the COO to process the appropriate paperwork for new and departing employees.
- With the Paradigm Gallery Director and oversee the Gallery business practices and inventory control.
- Perform other duties as assigned by the Board Treasurer, COO, or CEO.

Institutional Leadership and Interaction:

- Keep privileged information confidential and represent the Museum in professional circles and before the public in a way which shall at all times enhance the credibility of the Museum.
- Work cooperatively and productively to fulfill the Museum's goal and objectives.

Professional Development:

- Attend professional meetings, workshops, and conferences as appropriate and feasible.
- Make and maintain contacts with professional colleagues.

Position Requirements:

- Bachelor's Degree in accounting required, CPA and / or advanced degree desirable
- Five to ten years progressive accounting and financial experience, with at least five in non-profit finance
- Adherence to Generally Accepted Accounting Principles, tax regulations, and all relevant state and federal laws.
- Strong organizational skills, exceptional attention to detail, and respect for deadlines.
- Proficiency with MS Word Office Suite and specialized accounting software. The Museum currently uses Quickbooks, Paychex, and Bill.com. Proficiency with these is highly desirable.

Qualified and interested candidates should submit a cover letter and resume to Amanda Shepard, VP & COO, at amanda.shepard@fwmoa.org.