



Director of Finance and Administration

Discovery Museum

Position Description

Reporting to the CEO, the Director of Finance and Administration is a critical member of the senior management team of the Museum. She/he provides hands-on leadership to develop and implement appropriate financial and administrative policies and procedures, ensures accurate and timely financial reporting and administrative decisions, and produces performance metrics and statistical trends that support financial and administrative decisions by the governing Board and its committees, the CEO, and other senior officers of the Museum. The Director of Finance and Administration plays a pivotal role in developing the financial and other plans and systems to support the Museum's growth. This is a hands-on, do-what-needs-to-get-done, position. This position is part-time and can be scheduled with flexibility.

Specifically, the Director of Finance and Administration will:

- Prepare and deliver reports required by the Board and its committees, the CEO, and other senior officers of the organization.
- Prepare and maintain payroll via the Museum's payroll system.
- Oversee the organization's business policies and practices to ensure the timely completion of an annual independent audit, in compliance with standard accounting practices for nonprofit organizations.
- Ensure timely filing of required government reports.
- Prepare information to support applications for funding and progress reports.
- Work with the CEO and other staff officers support the organization's annual budgeting processes.
- Serve as chief support to CEO in his role as Human Resources Officer.
- Serve as the primary contact with the Museum's IT consultant, phone consultant, and benefits consultant.
- Work with the IT consultant and CEO on IT plans.
- Serve as the primary contact for most non-facilities support systems, such as lease purchase and service agreements.
- Seek creative solutions to day-to-day problems as they arise.
- Supervise a part-time employee who supports daily cash handling, AR and AP postings, and Operations functions, such as supplies ordering.
- Serve as primary contact for the Finance Committee.
- Maintain the Museum's banking relationships.

Qualifications

- Experience with QuickBooks or similar software.
- Minimum of a BA in Accounting, Financial Management or a related field.
- Expertise and experience with accounting rules for nonprofit organizations preferred.
- Demonstrated success working in a senior financial management position for an organization with a similar-sized budget.
- Strong operational experience: ideally has worked in a senior management role for 5+ years.

- Demonstrated experience in cash management, financial reporting and analysis; experience preparing financial statements including cash flow and balance sheet, profit/loss statements and projections; financial and cash flow forecasts; depreciation schedules; and budgets at a project, department and organizational level.
- Experience must include financial management at a senior level, human resources administration, budget development, contract development, and support for a board of directors or an executive management structure.
- Excellent verbal and written communication skills and a demonstrated capacity to mentor and manage other staff and to work in partnership with a dynamic leadership team.
- Experience working with confidential information.
- Demonstrated resourcefulness in setting priorities; must be flexible and able to multi-task; have ability to be successful in a fast-paced and dynamic environment while making sound decisions and identifying viable solutions.

Interested candidates please send a cover letter and resume to Neil Gordon at ngordon@discoveryacton.org; applicants may include salary history and requirements. No phone calls please.

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