

## Position Description

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Title: **Chief Financial & Operating Officer (CFOO)**

Division: Executive

Classification: Salaried, regular full-time exempt

Reports To: Executive Director

Supervises: Finance, Administration, Operations, IT, Facilities and Human Resources

### High Desert Museum – Organization Description

Since opening in 1982, THE HIGH DESERT MUSEUM has brought together wildlife, culture, art and natural resources to promote an understanding of the natural and cultural heritage of North America's High Desert country. We do so through indoor and outdoor exhibits, wildlife in natural habitats, living history demonstrations and dynamic programs on a beautiful, 135-acre campus in the pine forest. The Museum is a nonprofit organization accredited by the American Alliance of Museums, was a 2018 National Medal for Museum and Library Sciences finalist and is a Smithsonian Affiliate. During the 2018-19 fiscal year, 195,000 visitors enjoyed the Museum.

The Museum is located in Bend, Oregon, a fast-growing, charismatic city nestled against the Cascade Range at the edge of the High Desert. We strive to be inclusive, culturally humble, relevant, curious and mindful. As a team, we work together to wildly excite and responsibly teach, creating connection to and dialogue about the High Desert.

### Job Summary – Chief Financial & Operating Officer (CFOO)

Reporting directly to the Executive Director, the CFOO is a key member of the leadership team, providing active leadership in all aspects of the Museum's finance and operations administration. This position develops and leads an internal team that supports Accounting, Human Resources, Administration, Facilities, Events, Admissions, Store, Café, and Information Technology.

The CFOO establishes and implements policies and procedures that apply to the entire Museum and its staff. The CFOO is responsible for the financial operations of the Museum, to include the production of periodic financial reports, oversight of the accounting system, and a comprehensive set of controls and budgets designed to mitigate risk, enhance the accuracy of the company's reported financial results, and ensure that reported results comply with GAAP. The CFOO will be responsible for the integrity and effective management of the Museum's financial affairs and revenue centers to ensure long term financial stability. In consultation with the Executive Director, the CFOO will direct and constantly improve the Museum's long and short-range business model, evaluating progress to goals and relevant benchmarks, and ensuring plans are revised and updated as necessary in response to visitor demographics and market conditions.

### Required Qualifications

- Bachelor's degree in accounting or business administration and 5+ years of progressively responsible experience in nonprofit financial management; MBA or CMA/CPA preferred
- Minimum of five years fund accounting experience; endowment management, grant management, budgeting, financial application software, and project management experience
- Prior experience in managing retail and food service operations is highly desirable
- Proven ability to manage diverse projects, programs and activities in timely and efficient manner. Ability to coach/develop non-financial managers

- Strategic/analytical thinker, collaborative, energetic, creative/resourceful and mission-driven
- Strong interpersonal skills for engaging with donors, leading the organization as a member of the executive team, and managing departments/employees are highly desirable.

### Responsibilities and Tasks

1. Manage all accounting responsibilities including accounts receivable, accounts payable, payroll, deposits, inventories, and general ledger in compliance with GAAP and all appropriate regulatory requirements
2. Develop financial action plans to support the Museum's strategic imperatives and programmatic and operational goals
3. Analyze and present financial reports in an accurate and timely manner to the Board of Trustees, Finance Committee, and other partners as needed
4. Ensure all necessary internal controls are in place and being followed
5. Create, update and execute all necessary business policies and accounting practices
6. Coordinate and lead the annual audit process including final reports to the Finance Committee and Board of Trustees; work with auditors to complete tax return Form 990
7. Oversee document retention schedule for all accounting and operations functions
8. Along with HR Manager, oversee all HR functions of the Museum
9. Track fixed assets including acquisitions, disposals, and booking of accurate depreciation and amortization expense
10. Manage the annual budget process and preparation of the Museum's master operating budget to ensure sufficient operational funding, maximize investments and increase efficiencies.
11. Manage organizational cash flow and forecasting
12. Review all Museum third-party contract agreements
13. Serve as primary contact with banks regarding all accounts, credit cards, line of credit, etc.
14. Along with Executive Director, evaluate and manage Museum insurance policies to ensure proper coverages and compliance; guide risk management decisions; responsible for stewardship of the Museum's campus, forest, facilities, and equipment
15. Annually review employee insurance policies, 403(b) plan, employee handbook and other benefits to ensure the Museum is offering the best benefits available and are in compliance with necessary agencies
16. Ensure that endowment is managed appropriately in respect to the Museum's Investment and Endowment Policies and in alignment with FASB Accounting Standards
17. Along with Facilities Manager, oversee Facilities department including management of extensive buildings, grounds, parking, security, maintenance projects, cleaning, equipment, rolling stock, construction projects, etc.
18. Supervise Information Technology department including assurances that appropriate security protocols are in place and being followed, policies have been created and circulated, and service contracts and equipment are sufficient for Museum purposes
19. Direct café, gift shop, admissions, and event rental departments
20. Implement American Alliance of Museums (AAM) standards and best practices
21. Embrace, support and help implement the Museum's continued learning and commitment to diversity, equity, accessibility and inclusion
22. Execute other duties as assigned as needed to help abide by the Museum's values, execute our strategic plan, drive our vision and fulfill our mission

The Museum provides an equal employment opportunity to all persons without regard to race, color, national origin, religion, sex, sexual orientation, gender identity/transgender status, age, disability, veteran or marital status, genetic information or any other characteristic protected by applicable law.

Please send resume and cover letter to the High Desert Museum  
jobs@highdesertmuseum.org  
<http://highdesertmuseum.org/job-opportunities>