

JOB DESCRIPTION

HIGH DESERT MUSEUM

POSITION

JOB TITLE:	Chief Financial Officer	DIRECT SUPPORTS:	Executive Director
DEPARTMENT:	Executive	DIRECTLY SUPPORTS:	Accounting, Facilities & IT, HR, Visitor Services
CLASSIFICATION:	Full-time, exempt	SALARY RANGE:	\$115,000+ DOE

JOB SUMMARY

Reporting directly to the Executive Director, the CFO is a key member of the leadership team, providing guidance in all aspects of the Museum’s finance and operations administration. Responsible for the overall financial health of the Museum, the CFO plays an active role in accounting oversight, financial planning, and financial reporting. This position develops and supports an internal team that includes Accounting, Human Resources, Facilities, Visitor Services, and Information Technology.

ESSENTIAL FUNCTIONS (in order of priority with the percentage of time spent on each)

35%	<p>Financial Planning & Reporting</p> <ul style="list-style-type: none"> • <i>Develop financial action plans to support the Museum’s strategic imperatives and programmatic and operational goals</i> • <i>Analyze and present financial reports in an accurate and timely manner to the Board of Trustees, Finance Committee, Leadership Team, and other partners as needed</i> • <i>Manage the annual budget process and preparation of the Museum’s operating budget to ensure sufficient operational funding, maximize investments and increase efficiencies.</i> • <i>Manage organizational cash flow and forecasting</i> • <i>Ensure that endowment is managed appropriately in respect to the Museum’s Investment and Endowment Policies and in alignment with FASB Accounting Standards</i> • <i>Support café, gift shop, admissions, and event rental departments with maximizing revenue</i>
35%	<p>Accounting Oversight</p> <ul style="list-style-type: none"> • <i>Manage all accounting responsibilities including accounts receivable, accounts payable, payroll, deposits, inventories, and general ledger in compliance with GAAP and all appropriate regulatory requirements</i> • <i>Ensure all necessary internal controls are in place and being followed</i> • <i>Create, update and execute all necessary business policies and accounting practices</i> • <i>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</i> • <i>Oversee document retention schedule for all accounting and operations functions</i> • <i>Track fixed assets including acquisitions, disposals, and booking of accurate depreciation and amortization expense</i> • <i>Review Museum third-party contract agreements</i> • <i>Serve as primary contact with banks regarding all accounts, credit cards, line of credit, etc.</i>
20%	<p>Human Resources Support</p> <ul style="list-style-type: none"> • <i>Oversee human resources functions of the Museum in coordination with internal HR team members and external consultants and advisors</i> • <i>Annually review employee insurance policies, 403(b) plan, employee handbook and other benefits to ensure the Museum is offering the best benefits available and is in compliance with necessary agencies</i>

5%	<p>Asset and Risk Management</p> <ul style="list-style-type: none"> • Along with Chief of Facilities, oversee Facilities department including management of extensive buildings, grounds, parking, security, maintenance projects, cleaning, equipment, rolling stock, construction projects, etc. • 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 • Support 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
5%	<p>Additional Duties</p> <ul style="list-style-type: none"> • Contribute to and support the Museum’s DEAI initiatives • Assist with museum-wide events, such as Free Days, fundraising gala, etc. • Other duties as assigned

QUALIFICATIONS

EDUCATION/ CERTIFICATIONS	<ul style="list-style-type: none"> • Bachelor’s degree in accounting or business administration • MBA or CMA/CPA preferred
EXPERIENCE	<ul style="list-style-type: none"> • 5+ years of progressively responsible experience in nonprofit financial management • 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
SKILLS/ ABILITIES	<ul style="list-style-type: none"> • Proven ability to manage diverse projects, programs, and activities in timely and efficient manner. Ability to coach/develop nonfinancial 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
PHYSICAL ELEMENTS	<ul style="list-style-type: none"> • This position involves extended periods of seated or standing desk work
EQUIPMENT USE	<ul style="list-style-type: none"> • Frequent computer and phone use

ACKNOWLEDGMENT

I acknowledge that I have read and understand the above job description in its entirety and am capable of performing all of the stated requirements.

Employee Name _____ Signature _____ Date _____