

Hill-Stead Museum
January 2021

TITLE: Director of Finance
REPORTS TO: Executive Director & CEO

POSITION SUMMARY: Under the general direction of the Executive Director & CEO, the Director of Finance plans, directs and manages the museum's financial practices, including accounting, budget, grant reporting, internal controls and investments; works with the CEO and Board committees to plan, develop and implement controls and standards and assess business risks; and oversees all technology systems.

MAJOR DUTIES

Finance

- Develop, implement, evaluate and maintain comprehensive financial management and accounting systems policies, procedures and operating manual.
- Monitor, analyze and advise on monthly financial results (budget and actual) for capital and operating budgets.
- Lead the development, ongoing management and evaluation of the annual budget in partnership with CEO, senior management team, Board committees and leadership volunteers. Research, forecast and keep current income and expenses in keeping with the annual plan of work.
- Oversee all financial activities including general ledger, accounts payable, accounts receivable, deposits, bank reconciliations, inter-department reconciliations, preparation and filing of various Federal, State, and local tax reports and other related tasks.
- Serve as key liaison to independent auditors for annual audit and 990 filings; gather extensive information and reconcile aspects of financials, e.g., temporarily restricted funds; file 990 returns and other federal and state forms.
- Lead, research and maintain client relations with insurance agents; provide oversight of institutional property, liability, fine arts, medical, directors and officers, cyber-security, and all other insurance; inform CEO of changes in premiums, coverage or requirements.
- Maintain records of Trust Fund, Endowment and Investment Accounts and reconcile monthly reports.
- Manage the financial planning, provisioning and requirements of all state-funded, public, private and foundational grant applications, interim and final reports; and collaborate with departmental heads to create programmatic and operating budgets.
- Act as relationship liaison for Hill-Stead with bank(s) with which the Museum holds accounts and manages endowments; organize release of funds from earned income accounts.
- Coordinate and control contracts with all external vendors.

Technology

- Manage accounting and upgrades and train staff in relevant applications and internal procedures.

Board and Donor Relations

- Attend, prepare materials for, and take minutes during Finance & Audit Committee; attend and participate in Board and other committee meetings, as requested by CEO.
- Participate in benefit events as a senior staff member; help identify prospective donors and cultivate and inform patrons.

Management

- Develop and maintain appropriate relationships with Board members, senior management team, volunteers, external auditors, financial entities, sponsors and vendors.
- Supervise, motivate, and evaluate direct reports, including Business Associate, interns, and volunteers.
- Assist CEO and Development staff in their quest for grants and funds to support museum operations and capital projects.
- Partner with senior management and provide guidance and oversight of all payroll, employee benefits, worker's compensation, unemployment claims and COBRA.
- Work with senior management team to develop, monitor and evaluate the museum's annual plan of work.
- Undertake special projects, including cost benefit analysis, as requested by the CEO.

REQUIREMENTS FOR POSITION

Education and Experience - Bachelor's degree in accounting, five years of accounting, human resources and technology experience; employment requires security background check. Not-for-profit experience required.

Knowledge, Skills and Abilities

- Advanced knowledgeable of accounting standards and software, budget development and management, financial reporting.
- Proficient in Microsoft Office, Outlook and QuickBooks applications.
- Proven record of accuracy and timeliness in record keeping and the generation of computerized financial reports.
- Exhibit high ethical standards and a knowledge of professional practices.
- Leadership ability and team player capable of working with a variety of people including outside specialists, e.g., accountants, auditors, investment advisors, insurance agents, and technology providers.
- Knowledgeable of trends in the field and demonstrated willingness for life-long learning.

- Strategic thinker while being detail-oriented and able to multi-task with high level of accuracy.
- Outstanding verbal and written communication, organizational and project management skills.
- Exceptional interpersonal skills with the proven ability to interact effectively with diverse individuals and groups.
- Established ability to develop and manage resources through collaboration with peers, Board and volunteer leadership and individuals both inside and outside the organization.
- Ability to work with minimal supervision, remain calm under pressure and meet tight deadlines.
- Proven ability to delegate, motivate and supervise work of staff colleagues and volunteers.
- Ability to handle confidential information appropriately.
- Work flexible hours including some evenings and weekends.