Financial Manager

Reports to: Executive Director
FLSA Status: Exempt

Position Description
The Financial Manager contributes to the overall success of the organization by effectively managing all financial tasks for the organization. S/he is responsible for all financial management and personnel duties associated with the museum including finance, business planning and budgeting, and human resources. The manager serves as the liaison to the museum’s auditor(s) for all fiscal reports, annual audit and 990 and provides support to the Board’s Finance & Audit and Investment Committees. The manager is charged with handling these duties with the utmost confidentiality and security.

The Financial Manager will play a critical role in partnering with the senior leadership team in strategic decision making as the Mattatuck Museum continues to enhance its quality programming and build capacity. This is a tremendous opportunity to maximize and strengthen the internal capacity of a well-respected, high-impact organization.

Duties and Responsibilities

Financial Management
- Maintain general ledger, including accounts payable, monthly financial statements, accounts receivable, bank deposits, 1099 MISC reporting and annual sales and use tax return.
- Reconcile monthly bank/account records and present adjustments to Executive Director as needed.
- Preparation of annual operating budget with Executive Director, staff and Finance & Audit committee members.
- Maintain and oversee required insurance policies and riders.
- Track and file all contractual agreements between museum and outside parties.
- Handle end-of-year financial adjustment and reporting issues.
- Oversight in timely filing of the Museum’s annual tax exempt return IRS Form 990.
- Secure and maintain museum’s financial records for the recommended timeframe.
- Record and track contributions and pledges receivable related to the museum’s capital campaign.

Risk Management
- Monitor risk management policies and procedures to ensure that program and organizational risks are minimized.
- Advise the organization's leadership on appropriate insurance coverage for the organization and the Board of Directors.
- Maximize income where possible and appropriate
- Negotiate with Bank for lines of credit or other financial services as required and appropriate

Personnel
- Management of payroll functions.
- Management of employee benefits on behalf of museum (health insurance and 403 (b) plan, etc.)
- New employee orientation
- Update and maintain Code of Ethics and Employment Manual
- Tracking employee vacation, holiday, sick and personal time to ensure compliance with Employment Manual
Committee Support

- Provide monthly Income Statements and Summary to Executive Director, board and staff.
- Forward monthly investment reports to committee members.
- Maintain meeting minutes for Investment Committee

Grants Management

- Responsible for budget tracking and financial reports for grants.
- Assist colleagues in the development of budgets for funding requests.

Events

- Assist with event coordination where required, including financial reporting.

Other duties as assigned.

Qualifications

- Minimum of a BS in Accounting, Commerce, or Business Management/Administration, ideally with an MBA/CPA or related degree
- At least three to five years of overall professional experience
- The ideal candidate has experience of final responsibility for the quality and content of all financial data, reporting and audit coordination for either a division or significant program area, and has preferably overseen a human resources function previously
- Ability to translate financial concepts to – and to effectively collaborate with -- programmatic and fundraising colleagues who do not necessarily have finance backgrounds
- Knowledge of generally accepted accounting principles
- A track record in grants management
- Proficiency in the use of computer programs for accounting, word processing, databases, spreadsheets, E-mail and Internet
- Experience with the Museum’s general ledger and development software and point of sale systems: Financial Edge, Donor Perfect and Versai is a plus
- Technology savvy with experience selecting and overseeing software installations and managing relationships with software vendors; knowledge of accounting and reporting software
- A successful track record in setting priorities; keen analytic, organization and problem solving skills which support and enable sound decision making
- Excellent communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders
- A multitasker with the ability to wear many hats in a fast-paced environment
- Personal qualities of integrity, credibility, and dedication to the mission of the Mattatuck Museum

The successful candidate should demonstrate competence in some or all the following:

- Behave Ethically: Understand ethical behavior and business practices and ensure own behavior and the behavior of others is consistent with these standards and aligns with the values of the organization
- Build Relationships: Establish and maintain positive working relationships with others both internally and externally to achieve the goals of the organization.
- Communicate Effectively: Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- Focus on Client Needs: Anticipate, understand, and respond to the needs of internal and external clients to meet or exceed their expectations within the organizational parameters.
- Foster Teamwork: Work cooperatively and effectively with others to set goals, resolve problem, and make decisions that enhance organizational effectiveness.
- Lead: Positively influence others to achieve results that are in the best interest of the organization.
Members of the senior management team are expected to devote a significant amount of time and energy to the successful fulfillment of their responsibilities. The Financial Manager must be prepared to work evenings and weekend hours, in addition to fulfilling the obligations of a routine workday. Occasional travel may be required.

**Salary Range:** $63,000-$69,000; commensurate with experience.

The museum offers full benefit package including vacation, holidays, health insurance and 403b plan as well as support for professional development to qualified employees.

**To apply,** please send cover letter that addresses qualifications and interest, current resume and 3 professional references to: FINANCIAL MANAGER SEARCH, Attn: Robert Burns, Director, Mattatuck Museum, 144 West Main Street, Waterbury, CT 06702 or via email to bob@mattamuseum.org. **Deadline to apply is Friday, June 23, 2017.**

Documents should be sent as attachments using Microsoft Word or PDF format, and should not exceed five (5) megabytes. **No phone calls please.** Only those selected for an interview will be contacted. The Mattatuck Museum is an Equal Opportunity Employer. As such, we are interested in candidates who are committed to high standards of scholarship, performance and professionalism, as well as to the development of a climate that supports equality and diversity.