Position: Director of Finance  
Classification: Full-time; Exempt  
Reports to: Vice President of Finance  
Posted November 25, 2019

General Summary
The Director of Finance is responsible for performing the accounting and analysis for the organization. This includes the development, implementation, and maintenance of appropriate accounting policies and procedures which follow what is considered “best practices” for non-profits. This position prepares and analyzes financial reports, journal entries, maintains and reconcile ledger accounts. Month end reconciliation. Supervision of accounting staff.

Essential Functions & Responsibilities

- Provide instruction, training, work plans and supervision of accounts payable employee
- Cash receipts, cash disbursement and adjusting journal entries (GL/AP/AR)
- Management of donations and memberships obtained through website
- Month end closing (i.e. general ledgers, temporary restricted schedule and cash flow statements)
- Reconcile of bank accounts
- Provide support to grant administrator for financial reporting
- Reconcile donations and membership between CRM and financial software
- Prepare audit schedules
- Responsible for reporting 1099Misc and 1099-R for contract staff and filing 1096 form with IRS
- Responsible for balancing ledgers and reconciling with Museum Divisions on a monthly basis
- Enters daily deposits for the five museum shops and post museum shop receipts
- Credit card management, including PCI compliance, liaison to our Merchant Service Representative
- Prepare non-taxable certificates as requested
- Monitor endowment distribution schedule for Museum Divisions
- Actual vs. budget analysis and forecasts and maintain year to date budget information, variance reporting
- Special project reports and analysis
- Prepare other subsidiary reports as requested
- Perform other duties as assigned
Required Qualifications

- Bachelor’s degree in accounting or related finance field
- Minimum of three years’ accounting experience and training, or
- 6 years of relevant experience if substituting for either of the above
- Knowledge of accounting theory, the principles and practice of administrative and fiscal management, and analysis of fund accounting for non-profit organizations.
- Professional experience with accounting software and related programs
- Excellent computer skills, including proficiency in Microsoft Office (Excel, Word, PowerPoint, and Outlook)

Needed Skills & Attributes

- Strong interpersonal skills, in addition to excellent verbal and written communications skills
- Ability to read and interpret documents, operating and maintenance instructions, and procedure manuals
- Ability to write routine and non-routine reports and correspondence
- Ability to effectively present information and respond to questions from diverse audiences
- Effective planning, organizing, and time management skills
- Troubleshooting capability, analytical skills, persistence, cost conscious, innovative
- Self-starter, self-motivated, goal oriented
- Positive attitude, patience, tolerance

Salary & Benefits

- This is a full-time exempt position, reporting to the Vice President of Finance.
- Salary commensurate with skills and experience, in the general range of $60,000-$75,000/year
- Medical and dental insurance options
- Life insurance and long-term disability insurance
- Generous paid time off (major holidays, vacation, and sick leave) and FMLA
- 401(a) and 403(b) retirement options
- Museum of New Mexico Foundation family membership
  (includes entry to the New Mexico Museum of Art, the Museum of International Folk Art, the Museum of Indian Arts and Culture, and the New Mexico History Museum and Palace of the Governors)

To Apply

Please e-mail PDFs of your resume and cover letter to apply@museumfoundation.org, including “Director of Finance” in the subject line of your e-mail. No phone calls please.

The Museum of New Mexico Foundation is an equal opportunity employer.