



Job Posting: Finance Manager

Status: Full-time; Exempt

Salary: \$55,000 per year

Join us in shaping the future of the Museum of New Mexico system.

We are looking for a Finance Manager to play a key role in supporting the financial operations of the Museum of New Mexico Foundation. Under the guidance and supervision of the Director of Finance, the Finance Manager will collect and analyze key financial data to ensure accurate and timely data entry, manage accounts payable, process 1099 forms, and oversee the Foundation's professional service agreements.

The Museum of New Mexico Foundation supports the Museum of New Mexico system, in collaboration with the Museum of New Mexico Board of Regents and the New Mexico Department of Cultural Affairs. The Foundation's principal activities are fund development for exhibitions and education programs, retail and licensing programs, financial management, advocacy and special initiatives. Since its inception, the Foundation has raised more than \$90 million in total giving from 25,000 donors and more than 15,000 members.

What you'll do

- Oversee the full cycle accounts payable process, coordinating with staff, vendors, and Department of Cultural Affairs Division financial specialists to secure all necessary documentation; ensure invoice accuracy by verifying details against purchasing documents.
- Update vendor, donor, and membership accounts regularly in both our financial and CRM databases to maintain accurate records and streamlined financial operations.
- Produce NTTCs, maintain W9s for professional service agreements (PSAs), and process 1099 and 1042 forms.
- Organization and upkeep of physical and digital financial records, both on site and at offsite storage locations. Maintain PSA contract files.
- Participate in quarterly and annual audits, providing administrative support during budget preparation.
- Prepare daily museum shops deposits and post them for monthly general ledger posting.
- Handle bank deposits, including data entry and physically delivering deposits to the bank.
- Manage donations and memberships obtained through the Foundation's website and monitor interdepartmental receivables from purchases made in museum stores.
- Support Foundation staff by setting up remote credit card processors for sponsored events.
- Serve as backup for Finance Director as needed, handling tasks within your skillset.
- Performs other duties as assigned.

What you'll bring

- Proven ability to manage multiple projects and deadlines at once
- A high level of professionalism, including the ability to maintain confidentiality of all financial information at all times
- Comfort working in a highly collaborative, small team environment
- Excellent interpersonal skills
- Excellent recordkeeping, filing, and organizational skills

Required qualifications

- Three years of accounting, business, nonprofit administration, and/or financial reporting experience, or a two-year degree or higher in a relevant field plus one year of accounting, business, nonprofit administration, and/or financial reporting experience
- Demonstrated proficiency in Outlook, Word, Excel, and PowerPoint
- Experience with data entry, generating reports, and maintaining accounts in a CRM database and/or a finance database
- Excellent verbal and written communication skills
- Current and valid New Mexico driver's license, or ability to obtain this within 30 days of hire, and ability to travel to offsite events and locations

Why you should join us

Benefits. 14 paid holidays per year, paid birthday leave, and 20 days of PTO per year for the first two years of employment. We offer 403(b) and 401(k) plans, and health, dental, and vision plans. We also provide AD&D insurance and \$50,000 of life insurance at no cost to you.

Museum membership. Our staff receive a complimentary sponsorship level Foundation membership, granting you free unlimited admission to four state museums in Santa Fe as well as seven of the eight historic sites statewide. You will receive invitations to exhibition previews and members-only events, subscriptions to *El Palacio* and *Member News* magazines, and a 25% discount at all MNMF shops.

Mission-driven work. Our role and impact in supporting one of the country's largest state-run museum systems remains vital to the advancement of the art, history and culture of New Mexico and the world. Support the mission of the New Mexico History Museum to tell New Mexico's oldest stories, collect some of its oldest objects, and to preserve other cultural resources that represent the state's centuries-long narrative.

How to apply

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

The Museum of New Mexico Foundation is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, pregnancy, disability, age, veteran status, or other characteristics.