



Job Posting: Director of Finance

Status: Full time; exempt

Salary: \$71,750

Location: On-site, Santa Fe

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

We are looking for a Director of Finance to oversee all day-to-day finance operations at the Museum of New Mexico Foundation. Under the leadership of the Vice President of Finance and Operations, the Director of Finance will assist in preparing comprehensive budgets, ensuring adherence to financial regulations, and maintain accurate financial reporting to promote fiscal responsibility and sustainability. Additionally, this position involves overseeing accounting operations, streamlining financial processes, and leveraging data-driven insights to drive business growth. This position also supervises the Finance Manager.

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

- Reconcile donations and memberships between CRM and financial software
- Review bank reconciliations monthly
- Maintain fixed assets, placing assets in service and posting depreciation monthly
- Train DCA financial specialists on Foundation processes and update training manuals as needed
- Prepare audit schedules and assist with audit requests
- Perform ledger reconciliation and monitoring for all Museum divisions and Foundation stores
- Oversee bank account tasks such as researching unknown expenses and ACH gifts, stopping payments, ordering checks/deposit slips, and ordering checks and deposit slips
- Oversee 1099 and 1042 reporting, obtain NTTCS, and other tax reporting compliance
- Produce Development reports to Development leadership
- Train and supervise the Finance Manager

What you'll bring

- Proven ability to work independently and lead projects
- Proven ability to manage multiple projects and deadlines at once
- Experience managing or overseeing a financial group or division
- 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

- 4 – 6 years of accounting experience, or a two-year degree or higher in a relevant field plus 3 or more years of accounting experience
- Demonstrated proficiency in Outlook, Excel, Sage, Adobe, and CRM platforms
- Demonstrated experience with high-volume data entry, reports generation, and accounts maintenance in a CRM database and/or a finance database
- Excellent verbal and written communication skills
- Excellent attention to detail

Preferred qualifications

- Nonprofit finance experience
- Experience with Salesforce
- Commissioned as a Notary Public or able to become a Notary Public
- Supervisory experience

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(a) 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 "MNMF/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. 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.