

# The Aldrich Contemporary Art Museum



**Title: Director of Finance and Administration**

**Status: Full time**

**Salary: \$90,000 to \$100,000**

**Reports To: Executive Director**

**Supervises: Accountant and Head of Facilities**

The Aldrich is seeking an experienced Director of Finance and Administration. They will report to the Executive Director and be a key member of the senior leadership team.

The Director of Finance and Administration will be responsible for the overall financial management of the organization and its internal operations and participate in longer term planning for the museum.

While overseeing day-to-day fiscal operations and administrative functions, the Director of Finance and Administration will also work closely with other senior leaders, staff, and the Board of Directors in support of the organization's mission.

The Director of Finance and Administration will directly manage and supervise the Accounting and Facilities staff to ensure that fiscal operations and facilities management meet the highest standards of competence and care.

## Responsibilities

### Financial

- Manages all financial planning, budgeting, operations, and reporting
- Works with Executive Director and senior staff to prepare the annual budget
- Analyzes institutional, departmental and program expenses and revenues
- Prepares reports for internal use and Board review including monthly financial performance, year-end forecasting, and investment reports
- Directs the annual audit and oversees regulatory filings
- Develops, implements, and maintains accounting policies and procedures to maintain proper internal controls in accordance with Generally Accepted Accounting Principles
- Maintains relationships with auditors, bank officials and investment, insurance, and technology services providers
- Reviews and approves all bank deposits, AP checks, wire transfers and performs monthly bank reconciliation
- Monitors bank and investment activities and maintains lines of credit
- Records and reports on the organization's endowment/investment portfolio
- Oversees cash flow management
- Maintains organizational documents, files annual reports and charitable renewals
- Provides information for grant applications



## Human Resources

- Oversees payroll, maintains records, and ensures quarterly and annual filing of payroll tax reports to Federal and State agencies
- Supports the recruitment and hiring of new employees
- In partnership with Executive Director, responsible for compensation reviews
- Gathers and maintains personnel records, including PTO balances, performance reviews and job descriptions
- Oversees health, dental, vision and life insurance benefits, including annual negotiations with insurance carriers, employee enrollments and compliance with benefits administration requirements
- Responsible for 401K provider oversight and administration
- Manages annual payroll and workers comp audits
- Ensures all Federal and State requirements are met regarding Discrimination, Harassment, Family Leave, Minimum Wage, OSHA, and Worker's Comp
- Updates, maintains, and distributes employee handbook and related materials
- Consults outside counsel on legal matters as needed

## Administration and Facilities

- Negotiates leases, service contracts and maintenance on office equipment and directs troubleshooting
- Procurement of supplies
- Oversees information technology service provider to ensure for proper maintenance of computer network; procures computer hardware.
- Supervises management of facilities staff to ensure proper maintenance of building and grounds
- Reviews and approves budgeting for routine maintenance, repair, replacement and improvement of property, plant, and equipment
- Ensures emergency plan remains up-to-date and staff training is completed

## Qualifications

- Proven expertise in Finance and Accounting
- 7 to 10 years in a financial management role
- 3+ years with a non-profit organization (arts institution a plus)
- Bachelor's degree (ideally with a CPA, MBA, or related degree)
- Extensive knowledge of Generally Accepted Accounting Principles, budgeting, reporting, audits and 990 tax returns
- Proficiency with financial management and payroll systems, payment processing systems, Excel programming, Microsoft Office
- Experience with Financial Edge and Paychex is highly desirable
- Exceptional analytic, organization and problem-solving skills, multi-tasking ability and meticulous attention to detail
- Affinity for financial analysis and interpretive reporting

# The Aldrich Contemporary Art Museum



- Management of Human Resources functions
- Technology savvy with experience managing IT service provider
- Excellent interpersonal, written, and verbal communication skills
- Ability to prioritize, negotiate and collaborate with a variety of internal and external stakeholders
- Ability to remain flexible and focused within a dynamic work environment and to manage multiple projects and competing priorities simultaneously
- Direct staff supervision and evaluation experience
- Passion for non-profit work and dedication to the organization's mission
- Integrity, credibility, sensitivity, and discretion in dealing with confidential information

To apply, please send a cover letter, resume and three references to: [cmaylone@thealdrich.org](mailto:cmaylone@thealdrich.org), with the subject line "Director of Finance and Administration." Qualified candidates will be contacted. No phone calls, please.

## The Aldrich Contemporary Art Museum Non-Discrimination Policy

The Aldrich Contemporary Art Museum is committed to:

- The goal of achieving equal opportunity for all.
- Providing an inclusive and welcoming environment for all members of the community.
- Providing an inclusive and nondiscriminatory work environment in which all employees are valued and empowered to succeed.
- Providing a workplace free from harassment of all kinds.
- Compliance with all federal and state legislation and regulations regarding non-discrimination.

Consistent with these principles, The Aldrich does not discriminate on the basis of race, color, sex, sexual orientation, gender identity, expression and characteristics, age, religion, national or ethnic origin, visible or invisible disability, veteran status, or any other protected status.