

Job Description

Title: Controller

Division: Finance

Position Reports to: Director/C.E.O.

Date Revised: September 2019

I. General Summary

Responsible for all financial activities of the organization, including preparation of financial reports, budgets, summaries, and forecasts for future business growth and general outlook, long- and near-term financial planning, and audit compliance. The individual is expected to provide leadership, vision and direction for the accounting department that work to support all the Museum departments and divisions.

II. Principle Duties and Responsibilities

- Supervise, evaluate and advise accounting staff.
 - Direct the preparation of all financial reports, including all financial statements, tax returns, and reports for government regulatory agencies. Reports directly to the CEO and to the Board of Directors and Board committees.
 - Oversee accounting, property leases, and audit, 990 tax return and compliance functions. Meet regularly with Director/CEO and staff to keep informed and to offer direction. Confer with them to coordinate and prioritize near-term and long-term planning.
 - Work with various division leaders including charitable gaming, events, education, and development to grow the museum's earned and contributed income.
 - Management of employee benefits including new hire employee information, insurance, 403B, and cobra.
 - Manage and monitor the financial assets of the museum to help ensure the realization of long-term goals.
 - Serve as the long-range financial strategist for the museum toward increasing effectiveness of traditional revenue sources.
 - Prepare and analyze financial projections of revenue, expense and profitability including, prior year, and current budget, and proactively suggests ways of improving the organizations financial standing and planning/forecasting process as appropriate.
 - Manage and track grant related information for projects and programs to meet staff and grantor needs and requirements.
 - Assist Audit firm in preparation and format of annual financial audit and related reports.
 - Serves as the primary staff liaison on Board Finance Committee.
 - Serves as a member of the senior management team. This person must work effectively with the Finance committee.
 - Perform other duties as assigned.
 - Reports to the Board Finance Committee monthly.
 - Lead budget process in collaboration with CEO across all departments.
 - Supervise employee who oversees information technology of the organization.
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III. Background

Supervision -- This position supervises the accounting department.

Confidentiality -- The position requires a working knowledge of all financial aspects of the museum and its operations. There will always be information that is sensitive to donors and members regarding their relationship with the museum

Mental Application -- The position requires an extensive knowledge of financial management and its relationship to operations of the museum. In addition to strategic long-term thinking.

Responsibilities -- The position requires the safekeeping, and management of the museum financial assets. In addition, this position is responsible for all budgeting and financial forecasting.

Contacts / Internal and Public -- Internal contact with the Board of Directors and all Plains Art Museum staff. External contacts include vendors, audit firm, consultants and contracted professionals, in addition to the public.

Magnitude and Scope -The position requires the formation of the entire organizational budget. This includes coordination with the various departments as to expectations of both revenue generation and expenses.

IV. Conditions and Equipment

Working Conditions - The position requirements generally can be performed in normal office conditions.

The position is performed in the Plains Art Museum building which is a non-smoking facility.

Equipment Operations – Knowledge of database and accounting computer application systems including Fund Accounting. The position requires extensive knowledge of spreadsheet applications and word processing.

V. Specifications

Education -- The position requires a BS or BA in financial or business management. Master's degree in business administration, accounting, finance, or CPA is desirable.

Experience – Three to five years in financial and administrative management, experience is required. Knowledge of museum or non-profit cultural organization, with increasing responsibilities for multi-faceted direction and planning. Knowledge of general fiscal practices, tax and regulations effecting nonprofit organizations. Knowledge of the North Dakota Charitable Gaming regulation is desirable.

Abilities – Must be able to work as a team and have excellent interpersonal skills with effective verbal and written communication skills. Must possess strong management, analytical, organizational skills, and have the ability to coach others in management of people and projects. Must also have the ability to balance financial discipline with tolerance for strategic risk, and strong financial and analytical thinking processes. Must be able to perform multiple tasks concurrently.

VI. Essential Functions

Must be able to sit at a desk for extended periods, have finger dexterity to operate office equipment. Must possess ability to read, write, in order to complete required paperwork and communicate effectively and clearly with guests in person and on the telephone, as well as staff and customers. Must be able to balance, bend, climb, crouch, reach, stand, sit, twist and lift/move up to 10 pounds (copier paper, printer supplies, files, office supplies, etc.) and exhibit well-paced mobility to visit various locations of the organization in keeping with the daily demands of the position. Occasional exposure to smoking environments.

Employee's Signature: _____ **Date:** _____