

# Job Description

**Title:** Controller

**Division:** Accounting and Finance

**Position Reports to:** Director & C.E.O.

**Date Revised:** March 2021

## I. General Summary

Responsible for the effectiveness of 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. In addition, the Controller acts as lead accountant, producing accurate accounting entries while also training, advising, and leading a group of accountants engaged in all aspects of accounting for the Museum, its Center for Creativity, and large earned income generated through a variety of functions including significant charitable gaming. 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 while also producing accounting functions in alignment with Generally Accepted Accounting Principles
- Create all financial monthly, quarterly and annual 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.
- Lead Museum-wide budget process in collaboration with CEO across all departments.
- Track all restricted and grant-related giving and frequently produce financial reports for granters and funders
- Administer, track and input all payroll and HR related benefits in collaboration with Accounting staff including insurance, 403B, Cobra, and more
- Produce and submit periodic reports, forms and applications that relate to financial administration of the Museum including liquor licenses, salary reports for professional associations, and more
- Create and/or maintain proper controls for various transactions, receivables, and payables, within the Museum and its charitable gaming division
- Work with various division leaders including charitable gaming, events, education, and development to grow the museum's earned and contributed income as well as mission delivering departments like curatorial and education to advise on resource allocation.
- Serve as a core member of the Museum's leadership team by managing, monitoring, projecting and advising on the financial assets and strategies of the museum to help ensure the realization of long-term goals.
- 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.
- Work with audit firm in annual audit through the preparation and format of annual financial audit and related reports.
- Serves as the primary staff liaison on Board Finance Committee, working frequently with its members and reporting monthly.
- Supervise employee who oversees information technology for the organization
- Perform other duties as assigned.

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### III. Background

**Supervision** -- This position supervises the accounting department.

**Confidentiality** -- The position requires a working knowledge of all accounting and 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** – In addition to long-term strategic thinking, this position requires an extensive knowledge of financial and accounting management and its relationship to operations of the museum.

**Contacts / Internal and Public** -- Internal contact with the Board of Directors and all Plains Art Museum staff. External contacts include funders/supporters, vendors, audit firm, consultants and contracted professionals, in addition to the public. Must have an interest and ability to work diverse people of various ages, ethnicities, and perspectives.

**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.

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### 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 with preference for knowledge of Microsoft Dynamics/Great Plains Accounting Software. The position also requires extensive knowledge and use of spreadsheet applications and word processing.

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### 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, accounting, 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.

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### 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:** \_\_\_\_\_