



## Director of Finance and Administration

The Director of Finance and Administration is responsible for overseeing financial and administrative operations of the Museum including planning, budgeting, accounting, financial reporting, information systems, administrative and personnel functions. The Director of Finance and Administration reports to the Executive Director and works closely in areas of museum management related to the business affairs of the institution.

### Primary Responsibilities:

- Monitor museum operations to ensure compliance with local, state, and federal laws, grant requirements, and Generally Accepted Accounting Principles. Keep abreast of changes in laws and regulations, coordinate the update of procedures to comply with these changes, and implement new accounting pronouncements.
- Coordinate the preparation and monitoring of the Museum's budget, to include establishing a schedule for budget planning, designing forms analyzing department budget requests and revenue for reasonableness, analyzing budget variances and recommending corrective actions as necessary. Coordinate budget preparation with departments, board committees, board of directors and appropriate state agencies (Department of Budget & Management, Department of Legislative Services).
- Coordinate the work of state and independent auditors to facilitate timely completion of work and control costs. This includes scheduling, preparation of account analyses, resolution of issues regarding differing interpretations of appropriate accounting treatment, and the preparation of financial statements and footnotes.
- Coordinate with museum management to ensure compliance with findings from external and legislative auditors' reports.
- Review reconciliations, journal entries, payroll, and other reports to ensure accuracy and completeness of accounting records; research accounting related questions.
- Direct the accounting and related financial activities of the Museum to ensure sound fiscal administration.

- Oversees billing and collections, accounts payable, payroll, grant reporting.
- Responsible for providing financial analysis and interpretation to enable the Museum to make timely and fiscally sound decisions.
- Oversees implementation of accounting systems, testing for upgrades or installation of service packs.
- Oversees monthly reconciliation of accounts, including bank accounts, credit cards and other account reconciliations
- Works closely and collaboratively with museum management to develop annual budget and subsequent forecasts.
- Cash flow management including maintaining rolling 13 week cash flow projections, maintains fixed asset and depreciation schedules, investment accounting including earnings and realized and unrealized gains and losses.
- Financial accountability of unrestricted, temporarily restricted and permanently restricted assets and changes thereto.
- Timely preparation and delivery of all State and City reporting.
- Responsible for periodic reports and analysis on program and other activities of the museum. Works collaboratively with Development, Fund Raising and Program management.
- Develops monthly financial reporting to Board or its designee. Develops and supports management's financial report(s) to the Board.
- Direct management of Sr. Accountant, Administration Manager and Facility/Security Manager.
- Manage the Museum's IT, Security and Café/Catering contracts. Oversee all other vendor contracts.

- Serve as liaison to Finance committee of the Board, to include working with the Treasurer to identify appropriate information to be reviewed with the committee and the Board; identify issues and recommend solutions for action; design and preparation of periodic internal financial reports.
- Serve as liaison to directors and Board on accounting and financial matters including operating and capital budgets.
- Perform other duties as assigned.

### **Skills and Qualifications**

Demonstrated leadership experience in managing operations with a \$5-10M budget and multiple operational departments. Strong analytical ability, written and oral communication skills. Advanced knowledge of financial and budgetary systems, accounting applications and various software (Blackbaud Financial Edge/ Altru; QuickBooks, a plus). Excellent skills in writing/collaborating on developing business plans and finance-related reports.

Bachelor's degree in Finance, Accounting and/or Business is required; Master's degree, MBA and/or CPA preferred. Minimum of ten years experience in accounting and financial reporting; human resources, state government and non-profit experience, a plus. Minimum of five years management experience. Advanced knowledge of Generally Accepted Accounting Principles, tax regulations, federal grant regulations and other federal and state laws.

Send cover letter, resume, three professional references & salary requirements to: [Lisa.Nowell@lewismuseum.org](mailto:Lisa.Nowell@lewismuseum.org) or, mail to: Reginald F. Lewis Museum, HR Dept., 830 E. Pratt Street, Baltimore, MD 21202. EOE.