

MUSEUM OF THE AFRICAN DIASPORA

DIRECTOR OF FINANCE and OPERATIONS JOB DESCRIPTION

GENERAL:

Position: Exempt full-time position, 40 hours per week, plus attendance at Board and Finance Committee meetings, other events as requested by Executive Director.

Reports To: Executive Director

Supervises: Staff Accountant, Director of Information Technology, Facility Manager

SUMMARY:

The Director of Finance and Operations (DFO) reports to the Executive Director and serves as Senior Staff liaison to the Finance Committee and Audit Committee (when constituted) of the Board. The DFO manages the Accounting, Administration, Human Resources, Facilities and Information Technology areas within the organization. Major areas of responsibility include budgeting and forecasting, cost management, internal and external financial and tax reporting, management of the SFRA contract, management of information systems, facilities, human resources and general office administration. Other areas include financial advice and guidance to other departments, budget development and financial reporting for grants, and insurance and risk management.

PRIMARY DUTIES AND RESPONSIBILITIES:

- Create and manage a wide range of management processes, including strategic planning, financial management, information systems, facilities management and human resources.
- Oversee maintenance of accounting systems providing adequate controls over revenues, expenses, assets, and liabilities, and in accordance with Generally Accepted Accounting Principles as applicable to 501(c)3 organizations.
- Oversee the accounting function; assure the completion of monthly and annual closing and report preparation.
- With Executive Director, serve as a primary staff liaison to the Finance Committee of the Board of Directors, the Audit Committee (when constituted) and the Board Treasurer.
- Direct and prepare budgets, review budget proposals, and prepare necessary supporting documentation and justification for grant/contract proposals. Prepare financial reports for funding sources as needed.
- Monitor short and long term financial performance and provide the Executive Director and staff members with timely, complete and accurate financial reports in accordance with agreed upon and developed information requirements.
- Guide the preparation for and the completion of the annual independent audit and annual external reporting processes.
- Offer financial planning/analysis and/or coaching/training as needed in support of the activities of the Board of Directors, the Executive Director, and other staff members.
- Participate in long-range planning for the organization.
- Assure compliance with all regulatory requirements pertaining to financial operations, taxation, corporate reporting, employee benefits, insurance, workplace conditions, and related matters.

- Oversee human resources management for the organization, including appropriate maintenance of personnel files, updating personnel policies as needed, and ensuring organization is in compliance with organizational policies as well as all current federal, state and local employment laws.
- Oversee IT function of organization as it related to administrative activities. Ensure adequate planning for and maintenance of IT resources.
- Directly supervise three employees. Carry out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS:

- At least five years experience in senior financial positions with nonprofit organizations.
- Extensive experience working with nonprofits
- Knowledge of fund accounting, GAAP and FASB requirements as applied to not-for-profit organizations, as well as California Charity Integrity Act and other government regulations specific to nonprofits.
- Degree in accounting or related finance discipline; MBA preferred.
- Demonstrated ability to manage fiscal resources within budget parameters and provide accurate financial reports in a timely manner.
- Demonstrable experience in Microsoft Office applications required.
- Experience with Quickbooks and other accounting software.
- Experience with human resources management and employment law compliance.
- Ability to effectively manage multiple departments.
- Ability to work with and communicate effectively with diverse constituencies including staff at all levels, and board members.
- Diplomacy, tact, integrity and ability to work collaboratively to find viable solutions.
- Ability to supervise, manage and motivate staff.
- Ability to resolve complex issues relating to broad financial and administrative challenges.
- Ability to organize, prioritize, and manage multiple priorities and functions.
- Excellent written and verbal communication skills, including demonstrated ability to make presentations to groups.
- Ability to work effectively in partnership with people of diverse cultural backgrounds.