

**Museum of Discovery**  
**Chief Financial Officer/  
Chief People Officer**  
*Job Description*



**Job Summary:** The Chief Financial Officer/Chief People Officer is responsible for the planning, organization and supervision of all finance and human resources functions. The CFO/CPO monitors budget preparation, cash transactions, journal, general ledger, compliance with federal and state withholding and unemployment taxes, prepares financial reports, grant reports, payroll and time sheets, accounts payable, and accounts receivable, maintains ledgers for special projects and restricted funds, supervises handling of cash and banking and is a resource for all employees for benefits and HR issues. Maintains museum personnel records and financial records and is the point of contact for many external relationships, including banking, insurance, tax/audit, benefits and business consultant partners.

**Reports to:** Chief Executive Officer

**Education:** Bachelor's degree in accounting or related field

**Experience:** A minimum of five years in accounting, preferably in non-profit environment. CPA preferred. HR experience is a plus but not required.

**Workplace Values:**

We seek employees who exemplify our company values:

- Imagination* – We are dedicated to providing an experience that fosters imagination and ignites passion.
- Growth* – We are passionate about training our employees and recognizing the uniqueness of everyone.
- Neighborly* – We strive for positive relationships, where everyone does their part to make them successful.
- Integrity* – We adhere to the highest moral and ethical standards in all that we say and do.
- Teamwork* – We are a diverse but unified team, working together to achieve excellence in all that we do.
- Embracing Change* – We are always open to new ways to improve employee engagement.

**Special Skills and Personal Attributes:**

- Proficient in accounts payable, accounts receivable, payroll, payroll taxes, general ledger, financial statement preparation and presentation, and grant financial reporting
- Experience with project management of fundraising campaigns
- Experience with accounting software including Quick Books Pro and Excel.
- Experience with budget planning and implementation
- Experience in presentation of financial statements
- Audit experience
- Experience maintaining personnel files and mediating problematic personnel situations
- Strong written and verbal communication skills
- Strong organizational skills with minute attention to detail
- Willing to work a 40-hour week, including some nights and weekends

**Job Responsibilities:**

- Supervises the Accounting and Office Manager.

- Maintains general ledger, reviews, and analyzes monthly financial statements, manages payroll taxes and employee benefits, reconciles bank statements, oversees preparation of bank deposits, and transfers. Ensures all financial events are recorded properly and in the correct period.
- Manages the organization's cashflow.
- Responsible for the preparation, presentation, and oversight of the organization's annual budget.
- Presents monthly financial statements to the Finance Committee and Board of Directors.
- Addresses any financial questions or requests of the Finance Committee, Board of Directors and Chief Executive Officer.
- Reviews group insurance policies annually for changes. Manages annual employee enrollment.
- Communicates with insurance carrier regarding annual commercial insurance renewal and provides needed information.
- Manages all restricted activities to ensure funds are properly coded.
- Ensures accuracy of donor records and reconciles monthly with Chief Development Officer.
- Provides financial information for all grant reporting.
- Assists as needed with grant applications by providing pertinent financial information.
- Serves on the Investment Committee and manages the bookkeeping of all investments with the help of the Accounting and Office Manager.
- Reviews monthly all reimbursements and credit cards to ensure proper back-up and approval.
- Monitors ongoing adherence to all internal controls.
- Communicates company policies to employees.
- Maintains personnel records on all employees; keeps updated records of vacation and sick time.
- Works closely with the financial statement auditor in supplying detailed, accurate data as needed in the firm's preparation of the audit.
- Oversees the annual workers compensation audit.
- Responsible for timely and accurate preparation of Form 990, the Museum's tax return.
- Responsible for ensuring all necessary tax deposits and reports are submitted in a timely fashion.
- Oversees payroll and ensures it is processed correctly.
- Responsible for ensuring all W-2s and 1099s are prepared correctly and distributed by due dates.
- Oversees all matters and tasks related to human resources, including but not limited to employee handbook, workers compensation claims, child support, garnishments, unemployment claims, annual performance reviews, probationary periods, and all employee documentation.
- Other duties as assigned by the Chief Executive Officer.

The responsibilities listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The Museum reserves the right to revise or change position, duties, and responsibilities as necessary to accommodate changing organizational needs.

Please send your resume, a cover letter and three references to: [kbass@museumofdiscovery.org](mailto:kbass@museumofdiscovery.org)

Or by mail to:

Kelley Bass

Museum of Discovery

500 President Clinton Avenue, Suite 150

Little Rock, AR 72201

**(No phone calls please)**