

Museum of Discovery

Chief Financial Officer

Job Description



Job Summary: The Chief Financial Officer is responsible for the planning, organization and supervision of all finance and human resources functions. The CFO monitors budget preparation, cash transactions, general ledger, compliance with federal and state withholding and unemployment taxes, prepares financial reports, grant reports, reviews payroll and time sheets, accounts payable, and accounts receivable, maintains subsidiary 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. This person maintains official museum personnel records and financial records and is the point of contact for external relationships, including banking, insurance, audit/tax, benefits and other business consultant partners.

Department: Administration

Reports to: Executive Director

Education: Bachelor's degree in accounting or related field, CPA or CNAP preferred.

Experience: minimum of five years in accounting, preferably in non-profit environment.

Workplace Values:

We are looking for 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:

- Knowledge of Generally Accepted Accounting Principles (GAAP) and fund accounting specific to non-profits. The position must ensure compliance with all relevant regulations, including IRS Form 990.
- Ability to prepare and present accurate and timely financial statements and reports for the executive team, board of directors, and finance committee.
- Proficient in accounts payable, accounts receivable, payroll, and grant financial reporting
- Experience with financial management software (e.g., QuickBooks) and strong spreadsheet skills
- Expertise in developing, implementing, and monitoring budgets.
- Audit experience.
- Strong organizational skills with attention to detail.
- Ability to work some nights and weekends for special events.
- Excellent interpersonal skills to communicate and collaborate effectively with donors, members, volunteers, museum visitors, vendors, management, staff, and the board.
- A genuine passion for the organization's mission and values, ensuring financial decisions are aligned to the cause.

Job Responsibilities:

- Supervises the Accounting and Office Manager.
- Maintains the general ledger, reviews, and analyzes monthly financial statements, manages payroll taxes and employee benefits, reconciles bank statements, oversees preparation of bank deposits, and inter-company bank transfers.
- Ensures financial events are recorded properly and in the correct period.
- Oversees the organization's cash flow to meet operational needs.
- 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 Executive Director.
- Reviews group insurance policies annually for changes; manages annual employee enrollment.
- Coordinates annual commercial insurance renewal.
- Manages restricted activities to ensure funds are properly coded.
- Ensures accurate accounting of donor records.
- Responsible for filing and payment of monthly sales tax.
- Assists as needed with grant applications by providing pertinent financial information.
- Serves on the Investment Committee and manages the bookkeeping of all investments.
- Reviews all reimbursements and credit card transactions to ensure proper back-up and approval.
- Ensure compliance with documented internal controls, and financial policies and procedures.
- Communicates company policies to employees.
- Responsible for the annual Secretary of the State non-profit filing.
- Coordinate and manage annual audit activities.
- Responsible for compliance of the company's 401k plan, including the annual filing of Form 5500.
- Oversees the annual workers compensation audit.
- Responsible for timely and accurate preparation of Form 990, the Museum's tax return.
- Responsible for ensuring necessary tax deposits and reports are submitted in a timely fashion.
- Oversees payroll.
- Responsible for ensuring W-2s and 1099s are prepared and distributed by the due dates.
- Oversees all matters and tasks related to human resources, including but not limited to: the employee handbook, workers compensation claims, garnishments, unemployment claims, annual performance reviews, probationary periods, and all documentation regarding employee activity.
- Other duties as assigned by the Executive Director.

The responsibilities listed above are intended 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: mnauman@museumofdiscovery.org

Or by mail to:

Michael Nauman

Museum of Discovery

500 President Clinton Avenue, Suite 150

Little Rock, AR 72201

(No phone calls please)