

Honolulu Museum of Art

JOB DESCRIPTION

Job Title:	Director of Finance
Department:	Finance
Supervisor:	Director of the Museum
Employment Status:	Full-Time
FLSA Status:	Exempt
Work Hours:	Monday-Friday 8:00am – 5:00pm Some evenings and weekends
Issue/Reissue Date	01/23/2017

The Honolulu Museum of Art (HoMA) is an equal opportunity employer committed to recruiting and retaining a diverse, qualified workforce. The Museum strives to maintain a staff that works together to maintain its mission:

To bring together great art and people to create a more harmonious, adaptable and enjoyable society in Hawai'i.

Our Vision: To be a world-class institution with great collections of art and leading education programs. We will reflect changes that are happening in Hawaii, Asia and the world.

Conceived as an institution that would make Hawai'i an even better place to live, the Honolulu Museum of Art (HoMA) is committed to showcasing the highest quality art from around the world for the benefit of residents and visitors. Art and Education are central to the museum's mission, with 299,000 people visiting each year and 36,900 students participating in school programs both at the museum and throughout the community. The museum's art collection has grown into one of the most extensive in the United States, with a special emphasis on works of art that reflect the diverse communities that call Hawai'i home.

Job Summary:

As a key member of the senior management team, the Director of Finance will reports directly to the Director of Honolulu Museum of Art and assumes a strategic role in the overall financial management of the organization. The Director of Finance will have primary day-to-day responsibility for planning, implementing, managing and controlling all financial-related activities of the Museum. This will include direct responsibility for accounting, finance, forecasting, strategic planning, investment and banking relationships and institutional financing. S/he will oversee an annual budget of approximately \$16 million, provide a strategic business support to the Director, the committees within the Board of Trustees and senior staff; and contribute to ongoing planning efforts to help realize the Museum's ambitions to be a world-class institution. S/he will work directly with other department managers to identify ways to increase funding, control costs, and improve the efficiency and effectiveness of HoMA as a whole. The Director of Finance supervises the Finance Department and directly assists senior staff on all strategic and tactical matters as they relate to budget management, cost benefit analysis and forecasting.

Minimum Qualifications:

- Degree in accounting.
- Experience managing an accounting and finance department of 5 plus.
- Experience with financial statement audits.
- 10-years of experience for a major company or division of a large corporation.
- Proficient in Microsoft office products, including Excel.
- Must have the ability to communicate effectively to a diverse group, both written and verbally, possess strong attention to detail, and have strong analytical skills.
- Ability to handle data with confidentiality.

Desired Qualifications:

- Master's degree in accounting or finance, or MBA.
- CPA certification.

- 3+ year's knowledge of nonprofit accounting in accordance with U.S. Generally Accepted Accounting Principles.
- Experience with Blackbaud Finance Edge software, Powerplan Advance Budgeting Management software, and Tessitura.
- Ability to recognize and be responsive to the needs of all clients of the organization, including, the Board of Trustees.
- Appreciation for art and art education.
- Highly intelligent self-starter who is committed to the museum's mission.
- The capacity to deal effectively and diplomatically with individuals with varying levels of financial expertise.
- Familiarity with human resources processes and procedures and contracts.
- The traits of honesty, integrity, enthusiasm, and perspective; a very strong work ethic, supported by commitment and follow-through.

Essential Responsibilities:

FINANCIAL AND OPERATIONAL MANAGEMENT

- Direct and oversee all aspects of the Finance & Accounting functions of the organization.
- Establish standard accounting procedures and guidelines. Regularly review entries to the general ledger to assure accuracy and compliance with established accounting principles and procedures.
- Report on a quarterly basis to 3 committees on the Board of Trustees: Finance Committee, Investment Committee, and Audit & Risk Committee.
- Oversee and prepare all fiscal reporting activities including: organizational revenue/expense and balance sheet reports, development and monitoring of organizational and contract/grant budgets.
- Ensure that adequate internal controls are installed and that substantiating documentation is approved and available and may pass independent audits.
- Assist all departments in budget development process and financial questions.
- Monitor banking activities of the organization. Ensure adequate cash flow to meet the organization's needs.
- Review contracts, general liability insurance, and fine arts policy along with the Deputy Director, Administration and Operations.
- Recommend changes in financial policies and procedures, as necessary.
- Develop, manage and mentor direct staff.
- Implement an operating budget of 16 million, annually.
- Manage endowment assets of 60+ million.
- Ensure that effective internal controls are in place and ensure compliance with GAAP and applicable federal, state and local regulatory laws and rules for financial and tax reporting.
- Manage processes for financial forecasting, budgets and consolidation and reporting.
- Maintain a documented system of accounting policies and procedures.

REPORTING:

- Review month end close procedures and post journal entries as needed.
- Issue timely monthly financial statements to museum and to Board of Trustees, including balance sheet, operational income statement, cash forecasting, and quarterly trend reports.
- Work with Advancement Department to provide financial information for grant reports.

The statements contained herein describe the scope of the responsibilities and essential functions of this position, but should not be considered to be an all-inclusive listing of work duties and requirements. Individuals may perform other duties as assigned including work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload.

Honolulu Museum of Art is an Equal Opportunity Employer and does not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity, status as a veteran, and basis of disability or any other federal, state or local protected class.

COMPLIANCE:

- Coordinate the provision of information to auditors for the annual audit.
- Coordinate the provision of information to auditors for the ERISA plan audit; filing of 5500 for the 401K plan and a defined benefit pension plan.
- Prepare annual filing to the State for charitable gift annuities.
- Comply with local, state, and federal government reporting requirements and tax filings, i.e. preparing all 1099-MISC, 1099-R.
- Gather all information required to complete Form 990.
- Research authoritative literature for proper treatment of accounting topics.
- Other relevant duties as assigned.

Other Qualifications:

- Adaptability
- Initiative and Judgement
- Detail oriented
- Planning and Organizing
- Problem Solver
- Information Technology savvy

Working Conditions:

Primarily in an office environment. Must work independently and have the ability to make some judgement calls. Occasionally may need to lift boxes when cleaning year end files or filing. Periodic weekend or evening work as needed.

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