



VP OF ACCOUNTING & FINANCE POSITION DESCRIPTION

DEPARTMENT: ACCOUNTING & FINANCE
IMMEDIATE SUPERVISOR: CEO
STATUS: EXEMPT
HOURS: FULL -TIME 40 HRS. /WEEK

POSITION PURPOSE:

The VP of Accounting & Finance position is responsible for the overall accuracy of the books and records and the safeguarding of the organization's assets. Responsibilities include but are not limited to, the monthly preparation or review of journal entries, reconciliation or review of various general ledger, income, and expense accounts, adjusting entries, preparation of financial statements, oversee inventory process, review of vault counts and reconciliations. Additional responsibilities include preparation of the annual budget, review of the payroll entries, accounts payable, credit card reconciliation, audit and tax workpaper preparation and review and special projects as assigned by the CEO. This position is also responsible for backup assistance for all areas within the Finance department.

DUTIES AND RESPONSIBILITIES:

- Oversight and management of Accounting & Finance staff.
- Review daily cash deposits and summaries.
- Reviews and analyzes financial information and schedules for the preparation of entries to accounts, such as general ledger accounts, and documenting business transactions.
- Prepares and or reviews and posts month-end and year-end journal entries or reviews entries prepared by others.
- Reviews reconciliations of general ledger accounts, including identifying outstanding items, research, and correcting concerns.
- Maintains and ensures compliance with accounting internal control procedures.
- Evaluates and makes recommendations for improving the organization's accounting processes.
- Assist executive team members in determining financial impact of various business strategies.
- Other duties as assigned.

QUALIFICATIONS:

To be successful, an individual must be able to perform each job duty satisfactorily.

EDUCATION AND EXPERIENCE

- CPA or CPA candidate preferred.
- Bachelor's Degree or equivalent combination of experience and education.
- Minimum 4 years of Accounting/Finance or related field.
- Demonstrated familiarity with fund accounting and restricted funds.

- Experience working with Board Members.
- Proficiency in database management, Excel, PowerPoint, Word, and other computer skills;
- Proficiency in Quickbooks.

SKILLS AND ABILITIES

- Exceptional interpersonal skills required, including the ability to effectively connect with donors, members and museum supporters
- Familiarity with nonprofit accounting a plus
- Museum experience preferred
- Experience with QuickBooks software
- Very strong organizational skills and sense of self-direction.
- Professional with excellent judgment who performs well within a fast-paced organization with many priorities.
- Strong written and oral communication skills and public speaking; must be able to communicate professionally, effectively, and diplomatically.
- Strong organizational and analytical; excellent attention to detail.
- Must be able to establish, monitor and meet timelines.
- Must work well under pressure with demonstrated ability to juggle tasks, prioritize and manage multiple competing deadlines.

TIME COMMITMENTS:

Hours are generally Monday-Friday, between 8:30 am to 5:00 pm, but flexibility is required. Some weekends and evenings may be required. Attend meetings of the Board of Trustees, Board Committees.

DISCLAIMER:

The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents in this position. This job description is not intended to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications, and work conditions of employees assigned to this job. Management has sole discretion to add or modify the duties of this position and designate other functions as essential at any point in time. Management may also modify working hours and work location at any point in time. This job description is not an employment agreement or contract.

Equal Employment Opportunity:

MOSH provides equal employment opportunities for all applicants and employees. We do not unlawfully discriminate on the basis of race, color, creed, ancestry, medical condition, religion, sex, national origin, age, disability, veteran status, marital status, sexual preference or any other basis prohibited by federal or state law or local ordinance applicable to our work locations. We also make reasonable accommodations for disabled employees if we are aware of the need for accommodation and if the requested accommodation does not cause undue hardship as interpreted from the ADA/ADAAA.