



Museum of Science & History
JACKSONVILLE • FLORIDA

CHIEF FINANCIAL OFFICER POSITION DESCRIPTION

POSITION TITLE: CHIEF FINANCIAL OFFICER
DEPARTMENT: FINANCE & ADMINISTRATION
IMMEDIATE SUPERVISOR: CHIEF EXECUTIVE OFFICER
STATUS: EXEMPT
HOURS: 40 HRS. /WEEK

THIS POSITION SUPERVISES THE FOLLOWING STAFF:

Accounts Manager, Senior Staff Accountant, Human Resource Business Partner

POSITION PURPOSE:

- As a member of the Leadership Team, the Chief Financial Officer is responsible for the design and maintenance of all financial and accounting systems and for implementation and oversight of finance and risk management functions. This includes the management of accounting processes, payroll function, treasury function, internal controls, budgeting, annual audits, tax compliance, and the administration of property and liability insurance. The CFO will provide strategic leadership to ensure the accurate and timely completion of accounting functions, supervising the finance and HR department, fostering a collaborative environment across all departments in the museum, promoting financial education to all museum team members, and overseeing the preparation of financial reports. The CFO is also responsible for all finance reporting to the Board and Finance Committee.

Specific responsibilities include, but are not limited to, the following:

Leadership

- Serves as a strategic leader to plan, develop, organize, implement, direct, and evaluate the Museum's fiscal function and performance, creating KPIs parallel aligned with the Museum's Strategic Direction.
- Evaluates and advises on the impact of long-range planning, introduction of new programs/strategies and regulatory requirements.
- Thinks strategically about the business and visitor experience goals of the Museum and provides cross-functional leadership to accomplish those goals.
- Provides strategic financial input and leadership on decision making issues affecting the Museum; evaluates potential revenue generation opportunities and partnerships.
- Develops credibility by providing timely and accurate analysis of budgets, financial reports, and financial trends to assist the CEO and members of the Leadership Team in performing their responsibilities.

- Enhances, develops, implements, and enforces policies and procedures of the Museum by establishing systems that will safeguard the assets of the Museum and improve the overall effectiveness of the operations.
- Serves as liaison for the Board of Trustees and Finance Committee in effectively developing solutions to business challenges and growth strategies.
- Evaluate the Finance Department's structure and team, provide coaching and development for team members, and plan for continuous improvement of the efficiency and effectiveness of the department.
- Fosters an environment of continuous learning and improvement within the Museum.
- Actively engages in Museum Committees and provides financial insight and perspective on organizational planning and growth.
- Participates on Community Boards to create and leverage alliances, programming insight, and funding partnerships; engages in professional development opportunities and thorough understanding of industry standards and practices as it relates to Museum operations.

Finance

- Manages all assets, cash, and investments.
- Establishes and communicates the long-range strategic financial plan of the Museum to the CEO, Leadership Team, and Finance Committee of the Board.
- Reports to and works closely with the Finance Committee and the Board of Directors, preparing timely and accurate reports on a monthly, quarterly, and annual basis.
- Evaluates current business performance and leads efforts to modify or redesign business strategies when and where necessary.
- Sets and monitors financing strategies and activities (including monitoring compliance with debt covenants and grant compliance), as well as banking relationships.
- Manages liabilities to ensure the association is fiscally sound both in the short term and long term.
- Manages the financing with banks and leasing companies on debt financing. Monitors all banking and financing relationships.
- Oversees the preparation of reports to outside agencies, including grant reporting.
- Oversees the preparation of the IRS Form 990.
- Ensures that the proper reporting to outside agencies is performed timely.
- Oversees budget process, working with the Leadership Team for the implementation of well planned, realistic annual budgets that are prepared and approved by the Board in a timely manner.
- Oversees cash flow planning and ensures availability of funds as needed.
- Ensures timeliness, accuracy, and usefulness of financial and management reporting for federal and state funding, foundations, private grants, and the Board of Directors; oversee the preparation and communication of monthly and annual financial statements.
- Ensures maintenance of appropriate internal controls and financial procedures.
- Oversees the Finance department to ensure proper maintenance of all accounting systems and functions.
- Ensures all required activities are properly documented with appropriate support maintained, including all journal entry activity, unusual or infrequent transactions, related party transactions, accounts payable/receivable and daily deposit activities.
- Prepares and/or reviews grant budgets, as necessary.
- Ensures legal and regulatory compliance regarding all financial functions.
- Works closely with Banks, Auditors, Legal Counsel, Contractors, and other professional advisors.
- Prepares requests for proposals for review of cost and performance of outside contractors for services or goods as needed.

- Remains up to date on nonprofit audit best practices and state and federal law regarding nonprofit operations.
- Advises staff in handling employee issues as they arise.
- Reviews the adequacy and competitiveness of employee benefits on an annual basis, including health, dental, life, short term disability and long-term disability insurance policies, retirement, vacation, holiday and sick days. Leads the 401(k) Administrative Committee to ensure fiduciary responsibilities of the Museum are met.
- Working with the CEO, ensures that the pay structure is fair and adequate for all staff.
- Perform ad hoc analyses and reporting as needed, including at the request of the CEO and Finance Committee.
- Oversee the performance of the department's tasks, including billing for pledges, tracking accounts receivables, approval of expense requests, management of accounts payables and disbursements.
- Review monthly account reconciliations and journal entries and oversee the monthly close and reporting process.
- Monitor investment portfolio performance and schedules quarterly portfolio review meetings with investment team, CEO, and Finance Committee.
- Manage the payroll function ensuring efficient systems, processes, and controls.
- Prepare for and manage the annual audit process. Ensure audits are subject to the proper audit standards and reporting requirements to ensure compliance with public grants, including Single Audit requirements as needed.

Administration

- Assist in vendor selection for key areas such as banking/treasury, lending, licenses, and subscriptions. When needed, lead the RFP and vendor selection processes with input and assistance from the CEO, Leadership Team, and the Board.
- Responsible for annual commercial insurance policies renewal.
- Prepare documents for Workers Compensation annual audit.
- Renew annual Florida Division of Corporation filing and maintain current Florida Sales Tax Exemption certificate.
- Working with IT, ensure adequate policies are in place for PCI-DSS compliance, including annual PCI compliance testing as well as cybersecurity policies and risk mitigation.
- Protect MOSH's interests through contract review and negotiation.

SPECIAL AUTHORIZATION:

Access to QuickBooks, Treasury Management system, all financial and donor documents, and personnel records.

Act as designated key officer for ongoing policies and licenses, and contract signing responsibility in the event of the CEO's absence.

QUALIFICATIONS:

EDUCATION AND EXPERIENCE

Preferred: BA/BS in the following or closely related fields:

- Finance, Business Administration or Accounting

In addition, the ideal candidate should have:

- At least seven years relevant accounting/finance experience

- 3-5 years' experience in a nonprofit management position
- Supervisory experience (required)
- Experience in managing a budget of \$3+ million.
- Proven leadership in organizational effectiveness and personnel management
- Experience with QuickBooks and Microsoft 365 applications. Experience with Microsoft's Productivity apps is preferred.
- CPA preferred.

ATTRIBUTES

- Strong financial management acumen; knowledge of accounting procedures and protocols, generally accepted accounting principles for nonprofits, budget administration and financial forecasting, analysis, and reporting.
- Ability to provide operational-level direction to the Museum's financial activities.
- Seeks innovative, cross-functional solutions to support all departments in making smart decisions for ongoing growth.
- Exceptional and demonstrated analytical and organizational skills.
- Strong interpersonal/communication skills to foster effective working relationships at all levels and across all departments.
- Strong management skills and ability to delegate responsibility.
- Supports and promotes a culture that embraces diversity and the inclusion of all, one in which convergent and divergent ideas and perspectives are respected, valued, and considered.
- Excellent written and oral communication, presentation, and negotiation skills.
- Self-motivated, enthusiastic, interested in the organization as a whole.
- Able to anticipate, act and mitigate crises and liabilities.
- Thorough, ethical, and fully accountable.
- Extensive use and knowledge of QuickBooks, Salesforce, and Microsoft Office applications.

TIME COMMITMENTS:

Hours are generally Monday-Friday, between 8:30 am to 5:00 pm.

Must attend monthly meetings of the Board of Trustees, Finance & Audit Committee, and weekly Leadership Team meetings.

WORKING CONDITIONS:

Work is performed in a temperature controlled professional office environment.

TRAVEL: Minimal travel is required.

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.

This policy applies to all areas of employment, including recruitment, hiring, training, promotion, compensation, benefits, transfer, and social and recreational programs.