



Position Description: Finance Director

Position Overview

The Director of Finance is responsible for the museum's accounting, budgetary administration, database administration, risk management, and insurance functions. As the museum's operations grow, the role will likely evolve into a managerial role to include the development of staff to perform these functions on a day-to-day basis. The Director reports to the Chief Operating Officer and works closely with the International African American Museum (IAAM) board's finance committee. The IAAM uses Quickbooks accounting software and Altru as its fundraising database.

Responsibilities

- Develop and track budget scenarios
- Supervise accounting staff in maintenance of general ledger, accounts payable, payroll, cash receipts, pledges receivable and contributions, accounts receivable, fixed asset and purchase orders
- Oversee compensation and benefits programs for full-time staff
- Responsible for timely filings of all state and federal tax returns, reports, and registrations.
- Manage all liability, property, and casualty insurance policies and claims
- Manage cash flow, loans and lines of credit
- Prepare grant project budgets and review applications
- Responsible for federal, state, union labor law, immigration compliance, and employment policies
- Develop and implement operational best-practices and maintains procedures, policies, and internal controls.
- Work annually with independent CPA firm and board audit committee to present audited financial statements.
- Preparation of internal financial statements for management and the Board

Qualifications

- Bachelor's degree in accounting, business or related field preferred
- CPA license and experience in the not-for-profit field is an asset
- Experience with QuickBooks is required and Altru is a plus

Compensation:

Salary Range 60,000 – 70, 000; health, dental, vision insurance; parking is not provided; paid leave and holidays; 403(b) matching program.

To Apply: Please send the following documents to resumes@iaamuseum.org: letter of interest, resume, and three references. Please attach these documents to an e-mail message with this subject line: Finance Director.

The International African American Museum is an Equal Opportunity Employer committed to building a diverse and inclusive workforce and does not discriminate in its employment practices due to an applicant's race, color, religion, sex, national origin or ancestry, age, sexual orientation, gender identification, genetic information, veteran or disability status or any other factor prohibited by law.