

JOB DESCRIPTION

Position: Director of Finance
Reports to: Executive Director
Department: Finance & Administration
Position Type: Full-time, Salary, Exempt
Salary Range: \$90,000- \$120,000 DOE
Benefits: Eligible

Summary of Position:

The Director of Finance is responsible for the oversight of all finance, accounting and reporting activities. They are be involved in supporting presentations to the board finance, audit and investment committees and will work closely with the senior leadership team.

The Director of Finance leads all day-to-day finance operations and supervises the accounting staff. This includes functional responsibility over accounting, accounts payable, accounts and pledges receivable, payroll, and any required grants administration. The Director of Finance ensures that the Museum has the systems and procedures in place to support effective program implementation and conduct flawless audits. They work closely with the program leaders and their staffs, not only to educate them regarding finance and accounting policy and procedures but also to explore how the finance function can support program operations.

The Director of Finance is responsible for the design and implementation of necessary systems and processes and policies to ensure compliance and adherence to best practices in key financial areas including: internal controls, tracking financial transactions, records and reporting, annual budgeting, annual audit and various P/R and other tax returns.

Core Responsibilities:

- Oversee all accounts, ledgers and reporting systems ensuring compliance with appropriate GAAP standards and regulatory requirements.
- Maintain internal control and safeguards for receipt of revenue, costs, and program budgets and actual expenditures.
- Coordinate all audit and 990 activities.
- Consistently analyze financial data and present financial reports in an accurate and timely manner; clearly communicate monthly, quarterly and annual financial statements; monitor progress and changes and keep senior leadership abreast of TAM's financial status.
- Assist TAM's leadership in the annual budgeting and planning process; administer and review all financial plans and compare to actual results with a view to identify, explain and correct variances as appropriate.
- Support the Executive Director in engaging the board's finance, audit and investment committees around issues and trends in financial operating models and delivery.
- Oversee all financial, program/project and grants accounting; ensure that expenditures are consistently aligned with grant and program budgets throughout the grant/fund period; collaborate on financial reporting materials required by the development team.

- Leverage strengths of the current finance team members, help to clarify roles and responsibilities and develop and implement training programs in order to maximize and reach optimal individual and organizational goals.
- Provide leadership in strengthening internal communications with all staff at all levels throughout the organization; create and promote a positive and supportive work environment.
- Participate in the Museum's Diversity, Equity, Inclusion and Access (DEIA) trainings and ensure the participation of accounting team members
- Perform other duties as necessary

Absolutely Required Skills/ Knowledge/ Ability/ Experience or Education:

- Three or more years' experience managing a non-profit accounting/finance department; with solid experience coordinating audit activities and managing reporting, budget development and analysis, accounts payable and receivable, general ledger, payroll, accounting for investments, and providing internal and external financial statements and other support to senior or executive level staff highly desired.
- Knowledge and experience with investment portfolio management and accounting, and investment performance analytics and concepts
- Demonstrated knowledge of and experience with GAAP fund accounting.
- Keen analytic, organization and problem solving skills which allows for strategic data interpretation versus simple reporting.
- A self-starter, with a demonstrated ability to prioritize and see tasks through to completion. Must be able to manage multiple projects/tasks and remain flexible under pressure.
- Proven track record in managing and supervising staff; ability to work well as part of a highly collaborative team
- High degree of interpersonal skills: personable and diplomatic in working with diverse constituencies; able to effectively manage, motivate, and train staff
- Proficient in Microsoft Office applications. Advanced user of MS Excel and Outlook.
- Strong written and oral communication skills, effective problem solving and flexibility
- Demonstrates commitment to supporting the Museum's Diversity, Equity, Inclusion and Access (DEIA) framework
- Ability to work and maintain the Museum brand values: innovative, passionate, civic-minded, gracious, approachable

Desired Skills/ Knowledge/ Ability/ Experience or Education:

- Accounting or other business related Bachelor's degree; CPA preferred.
- Experience working with MIP Fund Accounting Software for Non-Profits

Travel, Working Conditions, Physical Requirements and Environment include:

- Option for hybrid work following probationary period
- Must be able to work at a workstation and/or computer screen for the majority of the work day
- Continuously exchanges information through listening and talking with staff, volunteers and individuals in the community

To Apply

- Please email a succinct cover letter and resume to HR@TacomaArtMuseum.org.
- Include "Director of Finance: First Name Last Name" in subject line.
- No phone inquiries, please.

Resume review will begin immediately. Position is open until filled.

Tacoma Art Museum is an Equal Opportunity Employer

Tacoma Art Museum strongly encourages applicants from members of groups underrepresented in careers related to museums and the visual arts.

About Tacoma Art Museum

Tacoma Art Museum is a public-spirited institution that champions a dynamic and complex approach to exhibitions. The museum's passionate staff are driven by the mission of connecting people through art, empowering visitors to create meaning with artworks through innovative interpretive and programming strategies. Named by USA Today as one of the "Top 10 Great Places to See Art in Smaller Cities," the museum has developed a reputation for presenting art in a thought-provoking yet accessible manner with a strong commitment to Northwest art.

Founded in 1935, TAM has strong roots in the community. Along with five other nearby museums and neighboring University of Washington at Tacoma, TAM anchors Tacoma's lively downtown core.

About Tacoma

Located in the beautiful Pacific Northwest, Tacoma is known as the City of Destiny, a city that has always marched to the beat of its own drum. Close enough to Seattle to take advantage of everything a major metropolis offers, Tacoma is its own distinctly unique and actively engaged community with a clear love of the arts.

Diverse individuals and families continue to invest in Tacoma for its charming historic neighborhoods, schools, parks, waterfront, and amenities. You'll find the beaches and forests of Puget Sound ideal to bike, run, hike, and paddle – including the nearby Mount Rainier. In addition to sports, theater and other cultural offerings, Tacoma is home to a growing restaurant and pub scene that's made national press. The thriving Tacoma Museum District lines the downtown core and showcases some of the nation's best collections. Tacoma is a great place to call home.