



Museum Vision and Mission:

MOHAI is treasured locally and respected nationally as a vibrant resource where history inspires us to build a better future. To serve our region, we bridge the past, present, and future by collecting, preserving, and sharing stories through compelling, innovative exhibits and community engagement.

- Position:** Controller
Reports to: Chief Financial Officer/Chief Operating Officer (CFO/COO)
Location: MOHAI McQuaid Resource Center in Georgetown
Classification: Exempt; Full-time; Salaried
Schedule: Monday – Friday, with occasional evenings
Rate of Pay: \$80,000 – \$95,000 per year
Benefits: Medical, dental, vision, and life insurance and participation in a 403(b) savings plan

Position Description:

The Controller is a hands-on position responsible for the overall day-to-day financial management activities. This position believes in streamlined processes and financial transparency and effectively manages financial communications. The Controller is self-motivated and detail-oriented. They operate with integrity and professional maturity, exercising discretion and independent judgment. This is a forward-looking individual with an optimistic outlook and the humor and patience necessary to work within a transformative environment. As a member of the Finance & Operations team, the Controller supervises one position, while interacting collaboratively with all levels of the organization and serving as a thought partner to the CFO/COO on many issues.

Key Responsibilities:

Month End Accounting Close & General Ledger Maintenance

- Perform thorough, accurate, and timely month-end and year-end accounting close.
- Record monthly revenue in MIP general ledger from all sources, including Altru and Square.
- Ensure that all monthly expenses are posted and accrued, as necessary.
- Record monthly closing entries such as moving revenue from deferred to earned, moving expenses from prepaid to incurred, and releasing restrictions on contributions.
- Maintain current reconciliations for all general ledger balance sheet accounts.
- Perform monthly reconciliation of contributed revenue with Advancement department.
- Prepare grant financials and perform analysis of grant expenses & releases with Advancement team.
- Make entries for the MOHAI Foundation endowment and related investment account activity.
- Support CFO/COO and Board Finance Committee with review and analysis of financial activities.

Payroll and Human Resources Support

- Ensure that all interactions are culturally responsive, respectful, and based on a foundation of MOHAI's commitment to inclusion, diversity, equity, and accessibility.
- Prepare and submit biweekly payroll.
- Manage employee benefit enrollment, including new hire onboarding, and issue COBRA notices as required.
- Submit 403(b) contributions to TIAA-CREF and federal 941 tax deposit to IRS.
- Maintain employee payroll files and records including W-9s, I-9s, onboarding and change forms.

Cash Handling and Cash Receipts

- Ensure appropriate cash handling of Visitor Services and MOHAI Mercantile receipts, including internal controls, timely collecting, accurate counting, and bank deposits.
- Record credit card deposits from various merchant services disbursement reports.

- Record cash receipts in MIP general ledger from all sources, including advancement, memberships, photo sales, facility rentals, K-12 and adult programs, admissions, and MOHAI Mercantile.
- Reconcile monthly bank and investment statements and review with CFO/COO.

Accounts Receivable

- Issue and record A/R invoices, monitor the A/R aging, troubleshoot collections as necessary, and record cash receipts for A/R.

Accounts Payable Supervision and Cash Management

Supervise and support the Accounting & Administration Associate in the following functions:

- Receive and input vendor invoices in MIP accounting system.
- Manage the A/P aging, issue checks, and monitor positive pay activity.
- Troubleshoot A/P issues with vendors and MOHAI staff members.
- Administer staff credit cards and train staff on proper use of internal forms and policies.
- Maintain vendor files including W-4 forms and process IRS Forms 1099 annually.

Additional Responsibilities

- Monitor biweekly, monthly, quarterly, and annual regulatory reporting for all Federal, State of Washington, King County, and City of Seattle agencies and departments.
- Prepare materials for the Form 990 information return and annual financial audit by CPA firm.
- Participate with ED, CFO/COO, and museum staff in the annual budgeting process.
- Continually improve accounting operations, staying well-informed of best practices.
- Ensure all policies and procedures are appropriately documented and regularly updated.
- Proactively communicate and cooperate with all MOHAI departments relative to the above.
- Opportunity to serve on IDEA (Inclusion, Diversity, Equity and Accessibility) Committees.
- Attendance at museum-sponsored events may be required.
- Other duties as required.

Qualifications:

- 5+ years of professional accounting experience, preferably with a nonprofit organization.
- Bachelor's or master's degree in accounting, finance, or business or any equivalent combination of experience and/or education from which comparable knowledge, skills, and abilities have been achieved. CPA a plus.
- Demonstrated knowledge of nonprofit GAAP accounting required.
- Demonstrated ability to represent the museum with a high level of integrity and professionalism.
- Strong analytical and organizational skills. Successful track record of managing multiple concurrent assignments and meeting deadlines.
- Extensive experience with MIP Fund Accounting preferred and with Microsoft Office suite.
- Proficiency with CRM applications such as Blackbaud Altru. Experience with capital campaigns a plus.
- Proven experience in problem-solving and exercising good judgement.
- Supervisory experience.
- Effective communication and interpersonal skills. Manage sensitive matters effectively and with diplomacy.
- Ability to assist and instruct museum staff/volunteers with a patient, respectful, and supportive approach.
- Motivated to prioritize and complete assignments with little direct supervision. Open to feedback.
- Willingness and ability to travel between museum locations, bank, and post office as required.
- Bilingual and multilingual skills valued.
- Enthusiasm for MOHAI's exhibits, programs, and mission.

Find yourself checking many of these boxes but doubting whether you should apply? If you meet some of the requirements and you share MOHAI's values and support our mission, we encourage you to apply. As part of our ongoing commitment to a diverse, equitable, and inclusive workplace, we're invested in building teams with a wide variety of backgrounds, identities, and experiences.

Museum Overview:

For 70 years, MOHAI has been dedicated to enriching lives by preserving, sharing, and teaching the diverse history of Seattle, the Puget Sound region, and the nation. With a collection of nearly 4 million artifacts, photographs, oral histories and archival items, and an expansive schedule of exhibits and programs, MOHAI is the region's premier history center. MOHAI operates a dramatic and award-winning museum in Seattle's vibrant South Lake Union neighborhood and a resource center in Seattle's Georgetown neighborhood. MOHAI also hosts the Bezos Center for Innovation, focusing on the history and future of innovation in the Puget Sound region. MOHAI is accredited by the American Alliance of Museums, is an affiliate of the Smithsonian Institution, and has been selected by *USA Today* as one of the Top Ten History Museums in the nation. For more information, please visit mohai.org.

To Apply:

Please e-mail letter of interest and resume to Human.Resources@mohai.org. *No phone calls, please.*

MOHAI is a 501(c)(3) organization and an Equal Opportunity Employer. We are committed to building a team and an organizational culture that fosters inclusion, diversity, equity, and accessibility. We encourage candidates of color to apply.