

# CROCKER art museum

## **POSITION DESCRIPTION**

TITLE: Controller

DEPARTMENT: Finance

SUPERVISOR: Director of Finance

EMPLOYMENT STATUS: Full time/Exempt

ANNUAL SALARY: \$70,000-\$90,000 (Depending on Experience)

## **PRIMARY OBJECTIVE:**

The Controller will be a team-oriented professional able to work collaboratively in a dynamic, forward-thinking institution.

## **RESPONSIBILITIES AND DUTIES:**

*Specific duties include, but are not limited to, the following:*

- Ensure that reported results comply with generally accepted accounting principles (GAAP).
- Collaborate with external auditors to provide information needed for the annual financial statement audit.
- Collaborate with external tax preparers to provide information needed for all annual tax returns.
- Review all checks for payment, make sure they are properly prepared by the Finance Department staff, coded correctly, and authorized by the budget supervisor. Approve certain bank statement reconciliations.
- Reconcile all investment accounts monthly.
- Prepare financial reports for staff and CAMA and CAMF Board of Directors.
- Instruct Museum staff in financial operations and use of financial reports. Provide ongoing support to all departments and monitor financial compliance and budget making suggestions as needed.
- Develop special reports for departments and granting agencies as needed.
- Serve as liaison between the Finance Department, other Museum departments and insurance brokers to obtain certificates of insurance.
- Supervise the reconciling of the Development Department's contribution reports with cash receipts records and the general ledger to assure accuracy in reporting.
- Maintain knowledge of organizational procedures, federal and state regulations, and accounting standards.
- Implement internal control policies and procedures.
- Perform other duties as assigned.

### **PHYSICAL REQUIREMENTS:**

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand and walk; sit for long periods of time; use hands to finger, handle, or feel; reach with hands and arms. The employee must occasionally lift and/or move up to 25 lbs.

### **SPECIALIZED KNOWLEDGE, SKILLS AND QUALIFICATIONS:**

- Four plus years hands-on experience in an accounting or financial environment with broad responsibility.
- Bachelor's degree or higher in business administration, finance or accounting.
- Understanding of financial concepts and ability to analyze and report data to support decision making process.
- Experience with computerized accounting system and MS Office products (experience with Financial Edge a plus).
- Preference for working in a non-profit environment.
- Highly motivated person that can handle a high volume of work with accuracy in a fast-changing environment.
- Excellent analytical, time management and organizational skills.
- Keen attention to detail.
- Extensive experience with financial analysis and knowledge of GAAP.
- Excellent written and verbal communication skills.
- Highly accurate math and accounting skills.
- Ability to understand and resolve complex issues and problems.
- Ability to work simultaneously on multiple projects, generate timely work product and manage time effectively.
- Ability to prepare and manage budgets.
- Previous non-profit accounting experience preferred.
- Certified Public Accountant preferred.

### **MANAGERIAL RESPONSIBILITIES:**

- This position has no direct reports.

### **FISCAL RESPONSIBILITIES:**

- Manage and assist in developing fiscal budgets for the Finance Department.
- Use all Museum's resources wisely and endeavor to minimize expenses and maximize revenue.
- Oversee the organization's annual audit and tax return preparation.
- Main point of contact with bank and insurance companies.
- Provides guidance on assignment of accounts for expenses.
- Oversees compliance with accounting standards.

**EQUAL OPPORTUNITY EMPLOYER**

Crocker Art Museum is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

**TO APPLY: Please send cover letter and resume to: [camajobs@crockerart.org](mailto:camajobs@crockerart.org)**

Position is open until filled.