



Job Description

Director of Finance and Operations

Overview

Reporting to the Director of the Museum, the Director of Finance and Operations is responsible for financial and administrative oversight of the Academy Art Museum (AAM), including budgeting and financial reporting, managing human resources, and overseeing facilities management.

The Director of Finance and Operations partners with the Finance and Investment Committee of the Board to monitor financial results and identify opportunities for improvement. In addition, the position oversees contractual relationships with several vendors.

Background

Founded in 1958, and with an annual operating budget of \$1.6 million, AAM is a small museum that punches above its weight. As the only art museum on the Eastern Shore of Maryland, the museum takes seriously its mission to promote the knowledge, practice, and appreciation of the arts and to enhance cultural life on the Eastern Shore by making available to everyone the Museum's expanding collection, exhibitions, and broad spectrum of arts programs.

The museum is well-supported by 27 Board Members and 10 full-time, 7 part-time staff, has a growing endowment of ~\$7 million, and is in excellent financial health, with reserve funds for ambitious exhibitions and maintenance projects that exceed the operating budget. It operates in a 24,000 square foot complex, is accredited by the American Alliance of Museums, and draws 30,000-45,000 visitors annually. In January 2023, the museum eliminated its admission fee to provide barrier-free access to everyone.

Responsibilities

Finances

- Manage the annual budget process for AAM's operating, capital, and reserve funds
- Monitor cash flow and analyze financial results to ensure revenue and expenses are tracking against budget
- Prepare and present quarterly financial statements to the Treasurer and Finance Committee of the board
- Review invoices, check requests, and credit card reconciliations, resolving discrepancies
- Collect and summarize financial data for grant applications
- Liaise with outside accountants during the annual audit

Human Resources

- Manage the new hire on-boarding process, including background checks, handbook review, and benefit education/enrollment
- Oversee payroll processing and benefits administration
- Work with management on annual employee performance evaluations
- Oversee annual review of the handbook to ensure compliance with federal and state laws

Facilities

- Oversee the Building and Grounds Supervisor
- Hire and oversee vendors for building maintenance and landscaping
- Proactively anticipate and budget for capital projects and major repairs
- Manage vendor contracts for office equipment and IT and security services

Education and Experience

- A bachelor's degree in business, finance, accounting, or a related field
- A minimum of five years of progressively responsible experience in financial administration and accounting
- Proficiency with accounting and HR software (Blackbaud, QuickBooks, Square, Replicon), as well as Microsoft Office products

Knowledge, Skills, and Abilities

- Strong organizational and communications skills, analytical problem solving, and ability to gather, analyze and communicate financial data and concepts
- Proficiency in human resources policies and procedures
- Collaborative, goal-oriented
- Attention to detail
- Discretion and sound judgement regarding confidential matters

Apply

Send a cover letter and resume to jobs@academyartmuseum.org with the subject line "Director of Finance and Operations."

- Salary commensurate with experience
- Competitive benefits package, including an annual contribution to a Simplified Employee Pension Plan