

Job Announcement

Chief Financial Officer

Position Summary

The National Museum of Women in the Arts seeks a Chief Financial Officer to join its leadership team during an exciting time of growth and transition after a major capital campaign, a two-year extensive renovation, and a successful reopening. A key member of the museum's leadership team, the CFO oversees the museum's overall financial integrity with a focus on growth and long-term sustainability. Reporting to the Executive Director, and collaborating with the leadership team, the CFO plays a strategic role in the overall management of the organization and supervises and supports a department of four, including accounting and human resources staff.

The CFO will oversee a \$14M-\$16M operating budget and be responsible for administering the museum's endowment, investments, gift annuity, retirement plan reporting, tax reporting, compliance, and audit report. The CFO will assume a strategic role in overall management of the organization, fostering a culture of innovation, inclusion, accountability, and continuous improvement within department and across teams.

Responsibilities

Functions may include, but are not limited to:

- Ensure compliance with local, state, and federal laws, grant requirements, and General Accepted Accounting Principles. Keep abreast of changes in laws and regulations, coordinating update of procedures to comply with these changes.
- Interpret strategic data and provide leadership for continuous evaluation of short- and long-term financial objectives of the Museum.
- Regularly assess and evaluate systems and processes for efficiency, implementing change as appropriate.
- Recommend appropriate policies and establish internal control procedures to safeguard the assets of the museum and monitor compliance with established procedures. Direct cash activities to maintain appropriate cash levels. Establish and maintain accounting control over the Museum's restricted and endowment funds.
- Oversee a cross-departmental annual budgeting process, and regularly monitor budget with NMWA Director and Deputy Directors, including all departments (and especially programmatic and development).
- Select and oversee financial software system installations and manage relationships with software vendors. Also participate in implementation and oversight of cross-departmental systems that have direct bearing on museum finances.
- Prepare regular financial reports and analysis for Director and Deputies.
- Manage organization cash flow forecasting in partnership with Deputies and department heads to assure financial efficacy of and support for programs and operations.
- Supervise accounting staff. Review reconciliations, journal entries, payroll and internal reports to ensure accuracy and completeness of accounting records.
- Supervise HR Director. Supervise compliance with DC and federal employment laws, demonstrating a commitment to equitable and inclusive practices.

- Administer investment accounts, building renovation accounting, and borrowing.
- Coordinate and administer NMWA's charitable gift annuity.
- Manage NMWA state registrations, ensuring compliance and timely renewals.
- Reconcile Unearned Income, Receivables and recognized income for events.
- Prepare financial reports and invoicing for grants. Help with budgeting for grant submissions. Supervise grant audits.
- Serve as staff liaison to Finance Committee, Investment Committee, Audit Committee and Capital Campaign Budget Oversight Sub-committee.
- Serve as staff liaison to investment management firm, museum's auditors, and other outside accounting specialists, as needed.
- Prepare financial reports for Board of Trustees and such reports as required by the Finance Committee and the Investment Committee.
- Ensure clean financial audit in coordination with the museum's auditors. This includes, but is not limited to, facilitation of the timely completion of the audit and effective control of its costs, scheduling, participation in audit planning, preparation of account analyses and preparation of financial statements and notes to the financial statements. Preparation of schedules and coordination with CPA firm for preparation of tax return.
- Administer Government and Foundation Grants.
- Prepare Discrimination Testing and prepare form 5500 for retirement plan.
- Other responsibilities as assigned by Director.

Qualifications

- A minimum of seven years of related experience, including nonprofit accounting
- CPA or MBA
- Experience managing and mentoring a team, setting clear goals, and accountability.
- Analytic, organization and problem-solving skills
- Strong interpersonal skills and experience in communicating key data to staff and volunteer leadership.
- Advanced knowledge of accounting and reporting software (preferably Sage Intacct or other similar accounting software)
- Knowledge and ability to use cross-departmental Tessitura system (CRM) for reporting and reconciliations.
- Experience with government contracts and administering government and foundation grants.
- Experience administering retirements accounts, investments, and charitable gift annuities.
- Excel expertise
- Commitment to recruiting, training and retaining a diverse team.
- Consistent demonstration of a growth and entrepreneurial mindset

If much of this job description describes you, then you are highly encouraged to apply for this role, even if you don't meet 100% of the qualifications. We recognize that it is highly unlikely for an applicant to meet 100% of the qualifications for a given role, and that every candidate brings unique experience and qualifications to a role. We are excited to meet you!

Compensation

The salary for this position is \$195,000+ annually plus a benefits package. Compensation will be based on expertise and experience.

How to Apply

Please apply through NMWA's online job application. To request accommodations in the application or hiring process, please notify NMWA's Human Resources department at hr@nmwa.org.

The National Museum of Women in the Arts is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by federal, state, or local laws.

To comply with tax and legal obligations all candidates must reside in Washington, D.C., Maryland, or Virginia. Candidates must be legally eligible to work in the U.S. without visa sponsorship by NMWA.