

# Job Announcement

## Comptroller

### Position Summary

The Comptroller plays a crucial leadership role in the museum's financial management and oversight. This position is responsible for maintaining accurate financial records, ensuring regulatory compliance, and providing strategic financial guidance to support the organization's missions and goals. The Comptroller is a full-time, exempt position, reports to the Chief Financial Officer and supervises two direct reports.

### Responsibilities

Functions may include, but are not limited to:

#### Financial Management

- Oversee the day-to-day financial operations of the museum.
- Develop and implement financial policies and procedures that strengthen internal controls, improve operational efficiency, and ensure accuracy.
- Manage budgeting processes, working closely with department heads to develop and monitor budgets.

#### Accounting and Reporting

- Maintain accurate and up-to-date financial records using Sage Intacct and Tessitura.
- Prepare and analyze financial statements, including income statements, balance sheets, and cash flow statements.
- Generate regular financial reports for internal and external stakeholders, providing insights into the organization's financial health.
- Complete monthly Morgan Stanley investment bank reconciliation.

#### Compliance and Audit

- Ensure compliance with relevant accounting standards, tax regulations, and reporting requirements.
- Coordinate and facilitate external audits, working with auditors to provide necessary documentation and address any audit findings.

#### Financial Planning and Strategy

- Collaborate with executive leadership to develop long-term financial strategies aligned with the organization's mission and goals.
- Provide financial analysis and insights to support decision-making processes.

#### Team Management

- Supervise and mentor finance staff, fostering a positive and collaborative work environment.
- Conduct regular performance evaluations and professional development opportunities for Finance team members.

#### Relationship-Building

- Build and maintain strong relationships with banks, donors, auditors, and other key stakeholders.
- Other duties as assigned.

## Qualifications

This position requires a bachelor's degree in accounting, finance, or a related field with track record of success in a senior finance role demonstrating effective nonprofit financial management.

The successful candidate will demonstrate the following skills/experience:

- Comprehensive knowledge of nonprofit accounting principles, financial reporting, and compliance requirements
- Excellent analytical, problem-solving, and strategic thinking skills
- Proficiency in financial software, Sage Intacct, Tessitura and Microsoft Office highly desirable
- Excellent leadership and team management abilities
- Effective communication and interpersonal skills
- Ability to work collaboratively in a team and lead financial initiatives
- Commitment to the organization's mission and values
- High ethical standards and integrity

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 range for this position is \$128,000 to \$150,000 annually commensurate with experience, plus a benefits package.

## How to Apply

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

Successful candidates will be subject to reference and background checks. 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.