

MoMA PS1 JOB DESCRIPTION

Title:	Assistant Director of Finance
Status:	Full Time, Exempt
Reports to:	Chief Operating Officer
Date:	July

Summary

The Assistant Director of Finance is responsible for ensuring organizational effectiveness by providing support for the organization's financial and business functions. Assistant Director of Finance works in close conjunction with the Chief Operating Officer on planning, organizing, and directing MoMA PS1's finances, accounting and budgets, and collaborates with The Museum of Modern Art to ensure that all areas of responsibility support the museum's policies, programs, and mission.

The Assistant Director of Finance partners with the Chief Operating Officer to oversee the overall financial management, planning, systems and controls for the organization. The Assistant Director of Finance main responsibilities include the day-to-day management and oversight of all financial and accounting activities including; accounts payable, accounts receivables, cash management, preparing and posting journal entries, reconciling balance sheet and program, bank, and investment accounts, and payroll. The Assistant Director of Finance leverages the accounting systems and develops, analyzes, and presents monthly financial reports in an accurate and timely manner to department heads, senior leadership and Board of Trustees; and ensures that the organization's financial records are maintained in compliance with organizational policies and GAAP. The Assistant Director of Finance also develops and tracks the museum's annual budget, monitors the institution's financial status and health, and communicates with senior leadership about trends, changes, and recommendations.

Supervision

The Assistant Director of Finance reports to the Chief Operating Officer and is a member of the administrative team. The Assistant Director of Finance collaborates closely with the Assistant Director of Administration and regularly works with all levels of staff across departments and program areas, in addition to serving as the primary liaison with the accounting and finance team at The Museum of Modern Art. The Assistant Director of Finance directly oversees a full-time accounting staff employee.

Responsibilities

Financial Management

- Administer, manage and evaluate all financial activities, planning, systems and controls for the organization.
- Manage bookkeeping and day-to-day accounting work for the organization, including accounts payables, accounts receivables, journal entries, balance sheet, program accounts, bank and investment accounts

- Responsible for the oversight, review and execution of the museum's bi-weekly payroll, monthly/quarterly account reconciliations and other filings to ensure compliance
- Analyze and present financial reports in an accurate and timely manner; clearly communicate monthly and annual financial statements
- Actively manage and forecast organizational cash flow, and monitor and access the organization's line of credit to ensure financial stability
- Develop and maintain financial accounting systems and work flows for cash management, accounts payable, accounts receivable, credit control, and petty cash
- Recommend financial positions and improvements on all areas of our financial management practices
- Oversight of the corporate credit cards, including monthly reconciliations, new card requests, card limits, closed accounts, lost cards, and fraudulent activity.
- Actively train staff on financial processes and procedures, and promotes a culture of accountability
- Ensure that the organization's financial records are maintained in compliance with organizational policies and GAAP
- Coordinate work with external auditors and prepare all supporting information for the annual audit and liaise with the Board's Audit Committee

Budget Management

- In conjunction with the COO and the Assistant Director of Administration, develop and execute annual museum-wide budgeting and planning process
- Administer and review departmental financial plans and budgets
- Monitor progress and changes, and keep senior leadership abreast of the organization's financial status
- In conjunction with the COO and the Assistant Director of Administration, develop and execute a mid-year review and budget reforecast (or as needed)

Administration

- In conjunction with the Assistant Director of Administration serve as point of contact for New York City reporting through the Department of Cultural Affairs
- In conjunction with the COO and the Assistant Director of Administration, negotiate manage appropriate insurance coverage, benefit and pension plans
- In conjunction with the COO, lead organization's relationships with insurance providers, bankers, external auditors, and payroll services
- Perform all statutory reporting, including monthly sales tax filing, benefits reporting, and Departments of Cultural Affairs reporting
- Work proactively to improve the operating and financial performance of the Museum, rethinking existing strategies, processes, or structures, when necessary

Supervisory Responsibilities

- Hires, trains, develops and directs accounting staff.

- Motivates staff to achieve goals through individual supervision, coaching, goal setting, among other strategies.
- Reviews and evaluates staff performance.

Qualifications

To perform this job successfully, an individual must be able to perform each essential function to a high professional standard. The requirements listed below are representative of the knowledge, skill, and/or ability required.

1. Bachelors or Master's degree in Finance or Accounting
2. Five to ten years of professional experience in progressively responsible roles in accounting and finance, with at least three years at the management level, ideally in museums or other cultural/nonprofit organizations.
3. Attention to detail and ability to carry out error-free analysis
4. Ability to maintain focus without losing sight of the overall need of the organization
5. Ability to foresee financial challenges and make recommendations
6. Ability to conduct trend analysis and recommend financial positions for the organization
7. Strong communication skills, especially ability to breakdown complex concepts (particularly financial) into layman's terms.
8. Ability to communicate effectively to different audiences such as donors, trustees, senior leadership and department heads
9. Proven management abilities with substantial skills in staff development and team building, assessing and designing workflows, and working productively and collaboratively with all department and levels of management and staff.
10. Significant strength in managing time and being highly accountable in dynamic and creative setting with competing demands on attention and frequently changing and conflicting priorities and deadlines.
11. Demonstrated ability to work independently, be proactive, and take initiative with minimal direction and guidance, balanced with skill in executing plans and tasks with precise and nuanced instructions.
12. Excellent professionalism and diplomacy in representing museum and management internally and externally, with superior writing, editing, oral communication, and presentation skills, especially on business, legal, and financial matters.
13. Exceptional judgment, professionalism, and discretion in handling confidential and sensitive situations and matters.
14. Demonstrated interest in and working knowledge of museums or the arts/cultural organizations in a contemporary art setting
15. Superior skills in Excel, and advanced skills in other Microsoft Office suite, Word, Powerpoint, and Google apps.
16. Extensive knowledge and proficiency with accounting software and systems (e.g., PeopleSoft ,ADP, HRIS, Salesforce)
17. Accessibility and availability to work as needed, outside of normal business hours in response to urgent and emergency situations, and availability to participate in evening and weekend museum programs and events.

MoMA PS1 is an equal opportunity employer and considers all candidates for employment regardless of race, color, sex, age, national origin, creed, disability, marital status, sexual orientation or political affiliation.

Please send your resume and cover letter to employment_ps1@moma.org and include "Assistant Director of Finance" in the subject line. For more information about MoMA PS1, please visit www.MoMAPS1.org.

Please be advised that due to the high volume of applicants, we are only able to contact those candidates whose skills and background best fit the needs of the open positions. Thank you for your interest in employment opportunities at MoMA PS1.