

The Everson Museum of Art, central New York's premiere cultural arts institution, seeks a dynamic and business-savvy **Director of Finance** to join its management team in a time of exciting growth, transformation, and possibility. Located in downtown Syracuse, the Everson typically serves approximately 60,000 visitors annually through modern and contemporary art programs, exhibitions, and activities—both online and in person—and will soon launch a new and unique museum café. The Everson is dedicated to artistic excellence, lifelong learning, and strong community engagement within an overarching commitment to diversity, accessibility, equity and inclusion across all aspects of museum work. With a current operating budget of approximately \$2.5m and staff of 20, the Everson is poised for operational growth and increased participation. The Director of Finance will excel in working collaboratively within a creative, entrepreneurial environment and embrace the museum's mission to serve the community.

Reporting to the Director/CEO, the Director of Finance manages all finance-related activities of the museum, including accounting, institutional assurance/audit, risk management, budgeting/forecasting, and human resources administration. The Director of Finance also provides strategic guidance and leadership regarding the development and implementation of policies, processes, and systems necessary to manage the organization's financial operations in an effective and efficient manner. With proven leadership capabilities, the Director of Finance possesses good business judgment, an analytical mindset, and sound and influential decision-making abilities.

Duties include, but not limited to:

- Manage all financial operations including cash management, accounting, forecasting, and risk management.
- Ensure regulatory compliance including taxes, licensure and reporting.
- Ensure all accounts, ledgers and reporting systems comply with GAAP and best practices.
- Foster collaboration across the organization to ensure effective budget preparation, timely and accurate financial reporting including key indicators, and alignment of results with strategic priorities.
- Direct the annual budgeting and planning process.
- Construct financial models for strategic planning and proposed museum activities and programs
- manage monthly accounting processes, including bookkeeping, payroll processing, invoicing, and financial tracking of restricted grants.
- Prepare timely, complete, and accurate financial reports and analyze results against key indicators and strategic priorities.
- Ensure appropriate accounting control over the museum's endowments and other investment funds.
- Monitor the investment portfolio and liaison with investment advisors as directed by the Finance committee.
- Work with leadership team to develop and implement new strategic initiatives and business plans that maximize earned income.
- Ensure the successful implementation of risk management, legal, and insurance policies and procedures.
- Act as chief compliance officer with overall responsibility for internal control, records retention, contract administration and ethics/conflict of interest policies.
- Oversee contracts and legal compliance matters, coordinating as necessary with external legal counsel
- lead audit preparations, coordinate schedules and reports, and manage relationship with auditors.
- Monitor and assure tax-exempt 501(c)3 compliance, including submission of annual IRS Form 990.
- Serve as staff liaison to the Finance Committee and attend Board of Trustees meetings as needed.

- Direct the development of a comprehensive Human Resources strategy and provide ongoing management of core functions including, but not limited to, recruiting, compensation, benefits management, performance management, and administration.

Skills:

- Financial management—proven track record in non-profit budgeting and financial management. Experience with and understanding of general accounting, grant tracking, payroll management, human resources, and general business systems and functions. Demonstrated success in developing and monitoring financial systems.
- Attention to detail—ability to complete work with the highest level of accuracy and efficiency.
- Action-oriented—ability to work in an entrepreneurial, fast-paced environment. Strong work ethic, flexible, and able to multi-task. Ability to synthesize data, make decisions, and communicate priorities to staff. Demonstrated resourcefulness in setting priorities, executing multiple tasks, and achieving objectives.
- Strategic vision—ability to think strategically and connect strong execution to strategic priorities and objectives.
- Leadership – ability to grow and lead a team of direct reports.
- Communication – create a dynamic work culture that promotes open, frequent and dynamic communication among staff, stimulating teamwork to accomplish desired goals and objectives.

Requirements:

- Bachelor's degree in finance, accounting or related business field
- 5-10 years non-profit accounting and financial management,
 - Combination of education and experience which, in the judgment of employer, equals above standards
- CPA and/or MBA degree preferred

Salary commensurate with experience.

The Everson Museum of Art offers a competitive Benefit package, including Medical, Dental & Vision plans as well as generous Paid Time Off, plus access to Health Savings Account, Life Insurance, and 403B.

Please send cover letter, resume, three references with contact information, and salary requirements to everson@everson.org. No phone calls please. Only those chosen for an interview will be contacted.