



The National Museum of Industrial History Seeks a Manager of Administration and Finance

Manager of Administration & Finance

The Manager of Administration and Finance will be a strategic thought-partner, and report to the President/CEO. The successful candidate will be a hands-on and participative manager and will lead and develop the following areas: finance, business planning and budgeting, and human resources.

The Manager of Administration and Finance plays a critical role in partnering with the senior leadership team in strategic decision making and operations as the National Museum of Industrial History continues to enhance its quality programming, build capacity, and launch the *Next Level* capital campaign. This is a tremendous opportunity for a finance leader to maximize and strengthen the internal capacity of a well-respected, high-impact community and education-based institution. This position reports to the President/CEO and exhibits a true commitment to the mission of the museum.

Responsibilities:

In close collaboration with the President/CEO and Board of Directors, identify and clarify priorities and effective means of accomplishing the following goals:

- Analyze and present financial reports in an accurate and timely manner; clearly communicate monthly and annual financial statements; collate financial reporting materials for all donor segments, and oversee all financial, project/program and grants accounting.
- Oversee and lead annual budgeting and planning process in conjunction with the Executive Director; administer and review all financial plans and budgets; monitor progress and changes; and keep senior leadership team abreast of the organization's financial status.
- Work closely with Director of Development and Grants Coordinators to administer and track grant awards.
- Coordinate and lead the annual audit process, liaise with external auditors and the finance committee of the board of directors; assess any changes necessary.
- Responsible for yearly workers compensation and insurance audits.
- Manage organizational cash flow and forecasting.
- Implement a robust contracts management and financial management/ reporting system; ensure that the contract billing and collection schedule is adhered to, and that financial data and cash flow are steady and support operational requirements.
- Responsible for accounts receivable and payable.
- Develop and maintain business systems to support museum's financial operations.
- Supervise and coordinate facilities, planning, maintenance, improvement and expansion, as well as the security process appropriate to preserve assets.

- Manage permits, proposals, negotiations, and service with contractors and property owners.
- Assess risks that may impact facilities, operation, and assets of the Museum.
- Create and maintain quarterly reports and presentations for quarterly Board meetings, Board notes.
- Administer Payroll and Human Resources compliance.
- Effectively communicate and present critical financial matters to the board of directors.
- Other duties as assigned.

Qualifications and Skills Preferred:

- Minimum five years' experience in organizational or financial management
- Proven experience in supervisory and project management
- Excellent customer service and interpersonal skills
- Strong planning, organizational and problem-solving skills
- Excellent verbal and written communication skills
- Ability to work independently and as part of a team
- Detail-oriented, certification preferred for PMO
- Knowledge of Microsoft Office 365 and QuickBooks required
- Experience with Blackbaud Altru or other Point of Sale System a plus
- B.S. in Accounting, Business, Finance or related field preferred
- Ability to multi-task and manage several projects at once

Salary Range:

This is a full-time position, eligible for benefits and paid time off.

To Apply:

Please send cover letter and resume to careers@nmih.org. Applications will be reviewed on a rolling basis.