



## **CHIEF FINANCIAL OFFICER**

Full Time

Starting Pay: DOE

### **JOB DESCRIPTION**

The Santa Barbara Museum of Art presents internationally recognized collections and exhibitions, and a broad array of cultural and educational activities. The Chief Financial Officer reports to the Director, is a member of the Museum's Senior Staff, and an ex-officio member of the Finance, Investment and Executive Committees, with responsibility for providing staff support to the audit committee and attending meetings of the Board of Trustees. Contributes to policy making for and management of the Museum, and provides oversight for all financial aspects of the Museum, including:

- Directing accounting and related financial activities of the Museum to ensure sound fiscal administration.
- Recommending policies and establishing internal control procedures to safeguard Museum assets.
- Managing the Business Office to ensure that the Museum's accounting, financial, and retail systems are performed effectively; directing cash activities to maintain appropriate cash levels.
- Supervises the Business Office Administrator, over payroll and benefits, and the Accounting Assistant.
- Establishing and maintaining accounting control over the Museum's restricted, board-designated, endowment and quasi-endowment funds.
- Ensuring that restricted donations are properly accounted for and that proper records are maintained of all temporarily restricted, board-designated, endowment and quasi-endowment funds.
- Overseeing art purchase processing and art funds.
- Preparing, with Senior Staff, the Museum's annual operating, capital and exhibition budgets and mid-year reviews.
- Serving as a liaison to Senior Staff and project managers on accounting/financial matters; responsible for budget preparation, administration, review and approval of budgets for Museum programs.
- With Director of Human Resources, preparing and monitoring salary and benefit schedules and administering approved staff compensation.
- Directing preparation, review and analysis of monthly financial reports to ensure Museum's financial condition is in accordance with guidelines established by Director and Board.
- Providing regular reports of Museum's financial status to the Finance Committee.
- Preparing/maintaining financial projections for long-range planning.
- Monitoring the investment portfolio; implementing policies as approved by the Museum's Investment Committee and working with the Museum's investment consultants.
- Administering planned giving vehicles.

- Directing preparation for annual audit and coordinating issuance of annual financial statements.
- Managing preparation of tax returns, information returns and related reports to ensure compliance with governmental reporting requirements.
- Preparing financial portion of grant reports/billings to ensure compliance with requirements and policies of funding sources.
- Managing financial risk management program: working with insurance brokers to obtain adequate insurance and with Director of Human Resources on selection of appropriate health insurance and employee benefit plans; negotiating and/or approving contracts and ensuring certificates of insurance are obtained as needed.

## **MINIMUM REQUIREMENTS**

- A minimum of four years' experience in nonprofit administration and two years' fund accounting experience, a minimum of ten years of progressive experience and responsibility in field of accounting, five of which were holding a supervisory position, directing a multi-functional financial staff and Museum experience.
- A Master's degree in business or public administration or closely related field, or CPA is desired.
- Superior problem analysis and resolution, communication and public relation skills, both oral and written, maintenance of confidentiality, convivial disposition and the ability to work collaboratively across departments and with the Board Members and Committees.
- The position reports to the Director and CEO.
- Salary will be commensurate with experience.
- Full Time status provides competitive benefits including 3 weeks of vacation, 8 days of paid sick leave, 11 paid holidays, medical/dental/vision/life ins/pretax savings options and 403b eligibility with 100% matching of up to 5% of your earnings after a year's service; all while working in beautiful downtown Santa Barbara.
- Successful Background Check is required.

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