



**JOB ANNOUNCEMENT  
CHIEF FINANCIAL OFFICER**

**JOB SUMMARY.** Under general oversight of the Board Chair, and the Board Finance Committee, the CFO serves as an equal member of a management team to include the CEO, CDO and CFO. The CFO has primary day-to-day responsibility for planning, implementing, managing and controlling all financial-related activities of the organization including budget development and oversight as well as budget accountability from applicable staff members. The CFO is also responsible for the organization's HR function, oversight of gift shop activities, and daily site and facilities issues. The CFO serves as primary financial liaison to the Board of Directors and applicable committees. This position works in partnership with the CEO and CDO of the organization in shared areas of responsibility, including but not limited to cross-campus initiatives, large events, strategic plan development and fulfillment, policy and procedure implementation, quality assurance, marketing planning, team leadership, and full staff meetings.

**ROLE AND RESPONSIBILITIES.**

- **Financial Leadership.** Provides leadership in the development and implementation of short and long-term objectives as approved by the Board; presents recommendations to respond to financial needs and enhance financial performance and business opportunities to the Finance Committee.
- **Budget Management:** Provides oversight for the budgeting process for timely publication of the budget, following board level approval process to include the Finance Committee, Executive Committee, and Board of Directors. Effective oversight of the budget for each program manager/program area such that revenue and expenditures remain in line with approved targets, and staff receives feedback and support as necessary to achieve budgetary goals.
- **Support of Finance Committee and Chair.** Provides support to Finance Committee, to include drafting of meeting agenda (in coordination with chair), preparation of supporting materials, and responsible for ensuring that minutes are drafted. Provides timely updates on financial position of the organization.
- **Department management:** Consistent with *Policy #8 – Financial Management*, ensures credibility and effective operation of the Finance Department by providing timely and accurate monthly financial statements, analyses of budgets, financial trends and forecasts, and cash flow reports; directs and oversees the finance, accounting, and business functions of the organization. Ensures the successful management of various departmental objectives, including but not limited to, rents, cash management, cash flow, restricted fund management, financial aspects of event contracts, general ledger maintenance and analysis, year-end and month-end closing, year-end and month-end schedules of assets/liabilities, transaction entry, artists and long-term rental sublicense management and completion/renewal, and reconciliation of various databases and systems (including but not limited to Donor Perfect, Outbound, Counterpoint, Square, Geotix, cash reconciliation, and any other). Serves as liaison with IRS and other external agencies; serves as lead staff member for system integration and finance technology implementation.
- **Reporting:** Ensures that all necessary reports are completed in a timely manner for applicable board and committee meetings, including but not limited to Finance, Executive, Board, Museum/History, Development, and event committees. Ensures that all necessary reports are completed and produced in a timely manner for grant writing and reporting objectives. Ensures that all other necessary financial reports as requested are completed and provided in a timely manner.

- **Financial Controls:** Ensures that effective internal controls are in place and in compliance with GAAP and applicable federal, state, and local laws/regulations for financial and tax reporting.
- **Coordination of annual audit and tax return.** Ensures that the annual audit and tax return filing are completed in a timely and organized manner and that audits receive a clean opinion annually.
- **Records retention.** Responsible for ensuring retention of records in compliance with *Policy #5 – Records Retention*.
- **Human Resources:** Serves as the primary manager of Human Resources activities including onboarding, health insurance, 401K savings, benefits and PTO management. Serves as primary point of contact for staff with questions regarding benefits and human resources. Responsible for enforcing related policies.
- **Facilities:** Serves as primary liaison with the County and outside vendors for all site issues. Serves as primary contact for all construction, repairs, daily site work, and permitting for all events and activities as needed.
- **Retail:** Serves as primary management of gift shop sales and personnel. Serves as primary management of those same personnel in relation to responsiveness to visitors, customers, and guests.
- **Rentals:** Provides management and support for outside rentals of facility and space. Provides management of rental staff. Approves all rental contracts. Works in concert with the CDO on Events Related rentals under the CDO's purview.
- **Contracts:** Serves as the primary approval for all contracts organization-wide including outside vendors, contract labor, rental contracts, etc.

#### **QUALIFICATIONS, EXPERIENCE AND EDUCATION REQUIREMENTS.**

- Qualifications.
  - ✓ Proven track record as financial manager of non-profit and/or for-profit entities
  - ✓ Strong oral and written communication skills
  - ✓ Excellent interpersonal communications skills
  - ✓ Ability to cultivate strong working relationships with other staff and board members
  - ✓ Strong problem solving and creative skills and the ability to exercise sound judgment and make decisions based on accurate and timely analyses
  - ✓ High level of integrity and dependability with a strong sense of urgency and results-orientation
  - ✓ Ability to remain flexible in dealing with competing priorities
  - ✓ Proficient computer skills (Microsoft Office, QuickBooks, Point-of-Sale System)
- Experience and Education.
  - ✓ 8+ years in progressively responsible financial leadership roles preferred
  - ✓ BS in Accounting or Finance, MBA and/or CPA highly desirable
  - ✓ Experience working with operations.
  - ✓ Familiarity with arts/cultural organization is preferred.

#### **ADDITIONAL NOTES:**

- Office hours are generally 9 am – 5:30 pm for core administrative staff, however because the operations of the Workhouse vary considerably, all employees are expected to be understanding of the need to adapt to circumstances, particularly surrounding major events held about five times per year.

#### **TO APPLY:**

Please send a resume and cover letter to [resumes@workhousearts.org](mailto:resumes@workhousearts.org). Position open until filled.