

ALBANY INSTITUTE OF HISTORY & ART

Manager or Director of Finance & Administration

Report to: Executive Director

Classification: Exempt

Work Schedule: Full-time (35 hrs/week), on-site. Typically Monday-Friday 9am-5pm with occasional weekend and evening duties.

Education and Experience:

- Bachelor's degree in business management or a relevant field
- 5-7 years finance/bookkeeping experience, preferably in an arts or non-profit organization
- 3-5 years of HR/ administrative experience
- MBA and/or CPA, SHRM, Notary Public certifications highly desirable

Required Skills and Attributes:

- Strong organizational, problem-solving, communication and analytical skills
- Fluent in QuickBooks Online, other accounting software and using spreadsheets
- Experience with non-profit budgeting, accounting practices and general business systems
- Experience with payroll management, human resources, and benefit administration
- The ability to complete work with the highest level of accuracy and efficiency
- The ability to manage multiple projects and priorities in a fast-paced, team-oriented environment.
- Ability to communicate professionally and effectively with a wide range of audiences including board members, donors, visitors, staff, and community partners.

The Director of Finance & Administration is responsible for the day-to-day financial and human resources functions for the museum. Regular duties include bookkeeping and accounting, budgeting/forecasting and cash management, risk management, human resources administration, and coordination with the retail and visitor services functions of the museum. This position supports the Executive Director in the development and implementation of budgets, policies, processes, internal controls, and systems necessary to effectively manage the organization's financial operations and human resources. Additional resources for this position are provided by contracted accounting and HR services. This position works with the Treasurer and Finance, Audit, and Investment Committees of the board.

Financial Management

- Handles accounts receivable, accounts payable, process/print check requests, maintains general ledger
- Manages restricted contributions and reconciliation of incoming revenue with Database and Records Coordinator
- Oversees museum financial records management, retention, and coordination as required.
- Ensures accounts, ledgers and reporting systems comply with Generally Accepted Accounting Principles (GAAP) and best practices.
- Manages financial operations including cash management, accounting, forecasting, regulatory compliance, and risk management.
- Collaborates with the Executive Director and senior staff in the annual budgeting and planning process.
- Constructs financial models for strategic planning and proposed museum activities and programs
- Prepares timely, complete, and accurate financial reports and analyzes results against strategic priorities.
- Supports the Treasurer and Finance Committee in financial oversight and management
- Assists the Executive Director in the development and implementation of projects that maximize earned income.
- Ensures the successful implementation of risk management, legal, and insurance policies and procedures.
- Manage relationships with key operations vendors, and review operational invoices submitted for payment.
- Acts as chief compliance officer with overall responsibility for internal control, records retention, contract administration and ethics/conflict of interest policies.
- Oversees contracts and legal compliance matters, coordinating as necessary with external legal counsel
- Leads audit preparations, coordinates schedules and reports, and manages relationships with auditors.
- Monitors and assures tax-exempt 501©3 compliance, including submission of annual IRS Form 990.

Human Resources and Benefits Administration

- Collaborates with the Executive Director on core Human Resources functions including, but not limited to compensation, benefits management, and performance management
- Processes bi-weekly payroll and coordinates all payroll functions.
- Manages the museum's benefit plans, including Open Enrollment, contract renewals and compliance; serves as staff resource for all benefit-related inquiries
- Provides support and advocacy for staff training, professional development opportunities and staff morale initiatives
- Serve as a trusted resource for the staff, promoting a culture of inclusion, equity, accountability, and excellence while encouraging an ongoing open-door policy
- Handles staffing issues, such as mediating disputes; attends and participates in employee disciplinary meetings, terminations, and investigations

- Ensures a safe and healthy work environment by establishing, following, and enforcing standards and procedures, and complying with legal regulations.
- Maintain personnel files and employment records and documentation
- Recruits, interviews, and facilitates the hiring of qualified job applicants for open positions; collaborates with departmental managers to understand skills and competencies required for openings; works with supervisors to screen and interview candidates; conducts reference checking; extends job offers; conducts new-employee orientations; conducts exit interviews.
- Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance
- Develops, recommends and implements personnel policies and procedures; maintains employee handbook on policies and procedures

Administration

- Provides oversight of retail and visitor services functions
- Manages the maintenance and purchase of office inventory, equipment and systems
- Works with Director of Facility Operations to maintain strong working knowledge of museum operations, including opening and closing responsibilities, equipment functionality and accidents on site.

ALBANY INSTITUTE OF HISTORY & ART

The Albany Institute of History & Art seeks a Director of Finance & Administration with proven experience in non-profit/arts accounting and human resources to manage the day-to-day financial and human resources functions for the museum. Regular duties include bookkeeping and accounting, budgeting/forecasting and cash management, risk management, human resources administration, and oversight of the retail and visitor services functions of the museum.

This position supports the Executive Director in the development and implementation of budgets, policies, processes, internal controls, and systems necessary to effectively manage the organization's financial operations and human resources. Additional resources for this position are provided by contracted accounting and HR services. This position works with the Treasurer and the Finance, Audit, and Investment committees of the board. The museum has an operating budget of \$2 million and a staff of 15 FTE.

The ideal candidate has 5-7 years of directly related experience and demonstrated success managing non-profit finances, including fluency with QuickBooks Online (QBO), and can communicate financial information clearly and effectively with museum leadership board members, and staff. This position requires the ability to complete work with the highest level of accuracy and efficiency, and to manage multiple projects and priorities in a fast-paced, team-oriented environment.

ABOUT THE ALBANY INSTITUTE OF HISTORY & ART

Founded in 1791, the Albany Institute of History & Art is New York's oldest museum. Its collections document the Hudson Valley as a crossroads of culture, influencing the art and history of the region, the state, and the nation. With more than 35,000 objects and one million documents in the library, it is an important resource for the region, giving our community a sense of the part the Hudson Valley played in the American story, and our own place in history. Permanent and temporary exhibitions are open year-round and create a sense of place, allowing visitors to meet the people who helped shape this region.

Among the museum's best-known collections are the nineteenth-century Hudson River School landscape paintings by artists like Thomas Cole and Frederic Church.

The Albany Institute of History & Art is an equal opportunity employer. The Institute embraces diversity in thought, background and experience and insists on equal employment opportunities for all applicants. We ensure that all employment opportunities are provided to qualified individuals irrespective of race, traits historically associated with race (including, but not limited to, hair texture and protective hairstyles), creed, color, national origin, ancestry/place of birth, citizenship/immigration status, religion, age, sex (including pregnancy), height, weight, reproductive health decision making, sexual orientation, gender identity or expression, marital status, familial status, veteran status, military status, disability, predisposing genetic characteristics, domestic violence victim status, stalking, or sex offense victim status, or any other basis protected by applicable law. AIHA also does not unlawfully discriminate against applicants or employees based upon arrest or conviction records. All such discrimination is unlawful, and all persons involved in the operations of AIHA are prohibited from engaging in this type of conduct.

The museum offers a comprehensive benefits plan including medical, dental, vision, paid sick and vacation time as well as access to a long-term pension program. Salary commensurate with experience in the range of \$60,000 - \$70,000.

TO APPLY

Please send a resume and cover letter to employment@albanyinstitute.org. Position open until filled. No phone calls please.