Phoenix Art Museum is looking for a **Controller** to manage the accounting and related financial activities of the Museum and the Museum's Endowment; maintain the professional standards of accounting and financial management.

<u>Essential Functions:</u>
1. Manage the accounting and related financial activities of the Museum and the Museum's Endowment including retail departments and support groups, to ensure sounds fiscal administration. Recommend appropriate policies and establish internal control procedures to safeguard the assets of the Museum.
   - Performs day-to-day management of the accounting department. This includes management of the accounts payable, accounts receivable and collections, cost accounting, general ledger, fixed asset, and payroll functions.
   - Establish and implement strategic initiatives for the Museum and accounting department, including best practices in accounting and finance, and to address changing regulatory and financial environments.
   - Develop and implement accounting policies, coordination of systems and procedures, and the preparation of operating data and special reports.
   - Establish, coordinate, and administer a plan for the control of operations including cash flow planning, forecasting, revenue, and expense budgets.
2. Prepare, in collaboration with the Museum staff, the Museum's annual operating and capital budgets. Serve as liaison to division heads, department heads, and support group president/treasurers on accounting/financial matters including the operating and capital budgets.
3. Oversee preparation, review, and analysis of monthly financial reports to ensure that the Museum's financial condition is in accordance with the guidelines established by management and the Operations and Finance Committee of the Board of Trustees. Provide regular financial reports to the Deputy Director of Finance and Administration of the Museum's financial status.
   - Deliver accurate and timely financial reporting to both management and the Board of Trustees; establish continuous improvement to processes reporting.
   - Compare financial performance with operating plans and budgets; report and interpret the results of operations to all levels of management.
   - Prepare reports for Finance and Operations Committee of the Board of Directors to include trend and ratio analysis which outline the Museum's financial position in the areas of income, expenses, and earnings based on past, present, and future operations.
   - Prepare monthly summary reports on financial statements, including explanation and analysis of variances.
   - Develop and implement monthly consolidated and subsidiary financial statements.
4. Manage the Accounting Department to ensure that the Museum's accounting and financial functions are performed effectively. Select, supervise, develop and evaluate the Accounting Department staff.
   - Motivate accounting staff to continue to enhance their performance through skills development, more efficient practices, aid improved productivity.
   - Modify and redesign financial and accounting workflow and processes to increase speed and efficiency, including working with Information Systems staff to determine suitability of existing and proposed software.
5. Manage cash activities to maintain appropriate cash levels. Develop and oversee banking relationships to optimize service and minimize cost to the Museum.
   - Assure protection of Museum assets through proper internal controls.
6. Establish and maintain accounting control over the Museum's restricted and endowment funds. Provide timely information on custodial endowment accounts the Museum manages for support groups and restricted funds by various donors.
7. Direct all activities related to the annual audit and other audit functions. Coordinate issuance of annual financial statements.
   - Manage the annual financial audit, IRS 900 preparation and all other compliance audits. Work closely with public accounting firms, department managers, and support group treasurers to resolve accounting issues.
   - Complete the external audit process in a timely manner and resolve any financial issues.
   - Establish documentation of accounting processes and internal control procedures.
   - Ensure timely completion of all account reconciliations.
   - Develop an in-depth understanding of the financial metrics driving the business.
   - Provide policies and procedures for reporting controls consistent with Sarbanes Oxley requirement.
8. Prepare reports in compliance with governmental or foundation reporting requirements. Coordinate preparation of financial portion of grant reports and billings to ensure compliance with requirements and policies of funding sources.

<u>Minimum Qualifications:</u>
1. Bachelor's degree in accounting, finance, or related field, CPA preferred.
2. Minimum of 7 years progressively responsible managerial accounting/finance experience.
3. Minimum of 5 years supervisory experience; non-profit experience preferred.

Knowledge of:
1. Comprehensive knowledge of accounting, internal controls, FASB and GAAP, and nonprofit compliance.

Skill and ability to:
1. Exhibit a high level of problem solving and analytical skill; ability to assess and implement opportunities for improvement in financial administration.
2. Lead others, supervise, motivate and evaluate staff in high volume, fast-paced environment.
3. Organize and accomplish multiple projects concurrently.
4. Work effectively with a wide variety of Museum supporters, visitors, members, volunteers and staff; work with all levels of management.
5. Make thoughtful clear decisions.
6. Communicate effectively, with demonstrated active listening skills and clear verbal and written communication skills.
7. Develop and prepare strong financial analyses and budgets.
8. Provide general oversight and management policies; procedures and implementation of accounting and budgeting compliance, financial reporting and analysis, grants management, financial risk assessment, and auditing functions and procedures.

Email cover letter and resume, with Job Code PAM-CON to HR@phxart.org

Job Status: full-time, regular, exempt   EOE