

Phoenix Art Museum is looking for someone to join our senior staff as the **Chief Financial Officer**, to oversee all finance and accounting functions, administration, human resources, technology, facilities, security, and retail. Supports the Director in efforts to develop financial strategies and ensure long-term financial stability and financial integrity, all according to AAM best practices. Provides timely financial and cash flow management information to the staff and board of trustees, including accurate tracking of endowment and restricted accounts. Oversees and directs policies and procedures related to Museum operations and leads efforts for process improvements and performance enhancement throughout the organization.

Job Duties:

1. Responsible for all the departments in the Finance and Operations Division: Finance, Human Resources, Retail, Restaurant, Security, Information Systems, Event Services, Building Maintenance and Risk Management.
2. Responsible for developing the annual budget with senior staff, as well as related planning processes for monitoring and reporting to the board of trustees and its various subcommittees.
3. Analyze operations to evaluate performance of the Museum and its staff in meeting objectives and to determine areas of potential cost reduction, program improvement, and policy change.
4. Oversee the Accounting Department to ensure accurate financial records, utilizing proper methods of accrual and cash accounting, and following generally accepted accounting principles as applied to the Museum.
5. Present monthly financial and cash flow reports to the Finance Committee of the Board of Trustees; quarterly financial reports to the Board of Trustees; review the financial condition with the Treasurer of the Board of Trustees; and prepare special reports to the Director or Trustees as requested.
6. Prepare, in coordination with the Museum Director and the Finance Committee of the Board of Trustees, interim statements with division and department heads to maintain spending levels within the approved budget.
7. Responsible for annual audits performed on the financial records of the Museum and its affiliates by an independent certified public accounting firm and publish audited statements.
8. Tax return preparation, timely and accurate filings (form 990, etc.)
9. Work with the Advancement Division to create annual and long-term fundraising goals and grant requests that support the operating and program expenditure budgets
10. Responsible for legal activities, compliance and contract review, and coordination with outside counsel.
11. Carry out the purchasing function, keep spending within the limits of the approved budget; have large purchases approved by the Finance Committee of the Board of Trustees; contract for services, which include employees' health insurance, commercial package insurance policy, fine arts insurance, equipment rentals, maintenance contracts.
12. Serve as staff representative to the Audit, Endowment, and Finance Committees of the Board of Trustees
13. Oversee the Human Resources Department to ensure the Museum is in compliance with all laws and regulations and enforce the Museum's policy of fair and non-discriminatory employment practices.
14. Oversee overall operation of the Retail Departments to ensure successful operation and achievement of annual financial goals.
15. Establish and maintain contract with Museum restaurant operator.
16. Oversee Museum Event Services and Beverage Departments; insure that all required special event licenses and permits are obtained; establish and maintain competitive pricing policies.
17. Collaborate with legal counsel and actuaries by providing accurate census data for the computation of the annual Museum contributions to qualified retirement plans; maintain accurate employment files for general purposes and for the purpose of establishing pension benefits; file reports as required by ERISA; approve all contracts and serve as the conduit for all legal matters.
18. Oversee the security of the Museum and its assets, the maintenance of the building, and safety of its occupants; enforce all related policies and procedures directly and through the Security/Maintenance departments.
19. Risk management: annually review, and manage RFP process for property/casualty, liability, fine arts, D&O insurance coverage, etc., in collaboration with the Finance Committee.
20. Establish and maintain positive relationships with various city, state and county agencies; work closely with the Board of Trustees, particularly the President and Treasurer; work with and advise affiliate organizations and volunteer support groups.
21. Oversee the purchase and administration of all Museum communication and information systems; establish standards for systems; secure contracts for maintenance of systems.
22. Professional development: participate in AAM, other professional associations to stay current on trends, issues, etc. for this position
23. Benchmarking to develop relevant metrics comparing PAM to national peer groups, (including capital adequacy reports per TDC)

Minimum Qualifications:

1. Advanced degree (preferably MBA) and a strong accounting background.
2. Minimum of 7 years related experience in a financial executive position; museum management experience preferred.

Knowledge of:

1. A wide range of management issues relating to non-profit organizations, and possess a distinguished record of professional accomplishments.
2. Word, Excel, familiarity with mid-level accounting software packages and database applications

Skill and ability to:

1. Possess excellent presentation skills, diplomacy and the ability to work effectively with a wide range of museum supporters.
2. Manage, plan, and organizational administrative matters, including budgeting; strong interpersonal and written and oral communications skills; high level of problem solving skills.
3. Provide effective leadership, vision and strategic direction; inspire and motivate staff and volunteers; establish and maintain effective working relationships with a wide variety of representatives of public and private organizations, members of the boards, foundations, commissions and support groups, Museum staff and the general public.

Please email cover letter, resume, and salary requirements with job code PAM-CFO to HR@phxart.org

**** Incomplete submissions may not be considered ****

Job Status: Regular, full-time, exempt
EOE