



Position Description

Finance and Human Resource Director

The Finance and Human Resource Director leads Boscobel's finance administration, including budgeting, analysis, reporting, forecasting, processing incoming and outgoing payments, record-keeping, and compliance. S/he also oversees processes for hiring, compensating, insuring, onboarding, terminating, and ongoing development for staff. Reporting directly to the Executive Director, the FHRD ensures that museum policies, legal requirements, and best business practices are followed throughout the organization.

The FHRD is responsible for planning, implementing, managing and controlling business and human resource administration; ensuring that business and support areas are properly coordinated with programmatic areas; serving as thought leader on organizational matters; overseeing and directing policies and procedures relative to general operations; and leading efforts for process improvements and performance enhancements.

The FHRD serves as Boscobel's chief financial spokesperson, working closely with appropriate members of the Board of Directors, auditors, investment and banking vendors, and stakeholders to ensure and communicate sound fiscal strategies. As a member of the management team, s/he also represents the museum at civic, social, and professional events and may, in the absence of the Executive Director, be charged with leadership responsibility.

The position is full-time with some holidays, evenings, and weekends required; and supervises a part-time Bookkeeper.

Key responsibilities of the FHR Director include:

Finance

- Ensure adequate funding, facilitate and oversee endowment management, and increase financial efficiencies by working closely with the Executive Director, department heads, and appropriate trustees on budgets, reports, forecasts, risk assessments, and investment activities.
- Develop and maintain financial data in computer software including journal entries, general ledger, payroll, payroll tax forms, and institutional tax returns.
- Manage timely production of all financial reports including monthly financial statements.
- Review, analyze, and report on the museum's financial performance monthly, annually, and/or as needed for the Executive Director, trustees and committees, and relevant stakeholders.

Finance (cont.)

- Oversee all treasury functions including managing cash, investment accounting and developing sustaining banking relationships; tracking and managing performance of endowment and cash investments, in consultation with professional investment advisors and in keeping with established policies and investment guidelines.
- Provide cost-accounting and projections for planning, reporting, and fundraising efforts.
- Maintain and revise property leases, contracts, licenses, charitable status, insurance, etc. and other assigned business activities, utilizing external expertise as needed.
- Assist the auditors and trustee Audit Committee with the annual audit and preparation of the audited financial statement to assure fiduciary compliance in accordance with generally accepted accounting principles.
- Ensure internal control systems are properly designed, implemented, maintained and consistently adhered to; ensure key transaction systems (including fundraising, membership, store sales, admissions and ticketing, restaurant sales, rental sales, and parking revenues) are efficiently and fully implemented and regularly reconciled to the general ledger.
- Ensuring the maximum financial contribution of earned revenue activities of the museum by working closely with the Director of Visitor Engagement to ensure that admissions, retail, rental, and similar operations reflect the institution's financial and strategic goals.
- Ensuring the maximum financial contribution of development efforts by working closely with the Development Team to ensure that membership, annual appeal, grants, estate, and corporate giving programs reflect the institution's financial and strategic goals.
- Monitoring and tracking donor-designated endowments and other donor-restricted funds and their related uses.

Human Resources

- Support productivity and institutional advancement by promoting inclusivity, positive morale, and professional development.
- Utilize external services to process and record all payroll, tax, pension, attendance and leave data and make accessible to personnel and as appropriate, supervisors.
- Act as fiduciary on retirement plans and overseeing the defined benefit and defined contribution retirement plans in accordance with general accounting principles.
- With external HR support and Personnel Committee, advise on and implement personnel policies, benefits, and procedures; oversee hiring, onboarding, and departure processes; maintain OSHA and EOE standards and diversity, equity, and accessibility policies.
- Set and communicate high standards for integrity, productivity, professionalism, creativity, diversity and cooperation in the workplace.
- Facilitate annual performance and compensation reviews for all staff that rigorously analyzes performance towards goals; and determine areas for potential revenue enhancement, cost reduction, program improvement, and/or policy change.

CANDIDATE PROFILE

The ideal candidate possesses the following professional and personal skills and characteristics:

Finance Expertise and Operations Acumen

The Finance and Human Resources Director brings deep experience running a 21st-century financial department, inspiring confidence that Boscobel's financial oversight is prudent, strategic, and appropriately transparent. The FHRD is a strategic and tactical leader with the ability to analyze detailed data points as well as the overall financial health and sustainability of the organization. The FHRD must have proven experience in budgeting, strategic forecasting and planning, and in overseeing financial, accounting, compliance, and risk management.

Collaborative and Communicative Working Style

This finance leader will bring a high level of intellectual curiosity and resourcefulness. This leader possesses strong quantitative, analytical, and communication skills. As a strategic partner to the Executive Director and Board, the FHR Director conceptualizes, analyzes, and articulates problems and solutions in a collaborative manner to achieve the organization's goals.

Inspiring and Inclusive Teambuilder

The FHR Director designs and implements personnel policies and procedures geared towards maximizing performance across the organization. S/he fosters trust and collaboration among team members and possesses the ability to manage change with flexibility and poise. The leader embraces the culture of the Boscobel, while encouraging openness to better practices. This leader is an individual with unquestioned integrity, ethics and values; someone who can be trusted with highly confidential and sensitive information.

A Passion for the Mission

The ideal FHRD shares a passion for the mission of the Boscobel. S/he understands and embraces that the finance and human resources administration are dedicated to serving the overall mission of the institution. S/he possesses the ability and desire to inspire those around him/her to work together to support the mission during a period of growth and direction setting. This leader brings a deep appreciation for the business challenges that nonprofits face, and an excitement to be part of a team that is focused on identifying creative and strategic solutions.

While a working knowledge of 501c(3) operations would be helpful, it is not necessary for the FHRD to have experience in the nonprofit field. A CPA is desirable but is not required.

To apply, please send your cover letter and resume to Executive Director Jennifer Carlquist at jcarlquist@boscobel.org.

Boscobel is committed to diversifying its audience and workforce. Veterans and candidates of any gender, ethnicity, race, religion, and cultural background are encouraged to apply.