# Herreshoff Marine Museum – Job Description

# Date: November 2022

# Title: Director of Operations & Finance

# Reports to:  Executive Director

**Location: Bristol, RI**

**Summary**:

Monitors and controls all financial activities of the Museum. Meets all internal and external customer requirements and ensures that all activities within the accounting office are in compliance with all appropriate control procedures and requirements. Works closely with all departments to monitor expenses. Supervises the activities of the accounting office to ensure that timely financial data is available and sound decisions are made.

Manages day-to-day operations of the museum in collaboration with Facilities Management and Collections Management to ensure the care and safety of the collections and the building as well as capital improvements related to building and grounds. Provides budgetary updates for cash and contributed services, as well as longer term planning to the Executive Director, Treasurer and Finance Committee.

**Responsibilities**:

## Operations and Risk Management

* Oversees day-to-day operations as directed by the Executive Director.
* Ensures that the Museum is in compliance with all safety regulations and makes recommendations to mitigate potential risk as appropriate.
* Works closely with outside Information Technology vendors, ensures that hardware and software programs are up to date and makes recommendations as appropriate.
* Works closely and establish respectful working relationships with outside vendors (cleaning company, landscaping, rental companies, insurance, security, and other independent contractors, etc.)
* Manages store/retail operations. Recruits and supervises Store Manager. Assists with hiring store associates.
* Recruits and supervises Special Events and Museum Events Coordinators.
* Manages Special Events and Museum Events operations.
* Acts as the museum’s primary point of contact with residential land commercial tenants.
* Manages all HR functions including onboarding staff and overseeing and organizing staff handbook.
* Oversee and organize all new personnel paperwork.
* Oversee and sign contracts for Special Events and Museum Events (ie. weddings, jazz concerts, etc)
* Oversee capital projects and expenditures. Assist the ED with strategic planning.

## Finance and Accounting

* Closes the books on a monthly basis; reconciles accounts and reviews monthly spending activity with Executive Director and Finance Committee.
* Monitors daily and weekly cash receipts and cash disbursements and updates cash forecast on a weekly basis.
* Assists HMM leadership in the annual budgeting and planning process; administers and reviews all financial plans and compares to actual results with a view to identify, explain and correct variances as appropriate.
* Verifies preparation of tax returns and payment of taxes, including sales tax and excise tax.
* Manages and works with independent hired audit firm to prepare, report, and file the annual financial statements and 990.
* Manages and submits 5500 annual reports for the 401k retirement plan.
* Supervises and/or performs all other accounting activities including accounts payable and receivable, payroll, bank reconciliations, inventory, capitalization of fixed assets, deferred revenue, depreciation, accruals, etc.
* Manages all operating funds and presents financial reports in an accurate and timely manner; clearly communicates monthly, quarterly, and annual financial statements; monitors progress and changes and keeps senior leadership abreast of the organization’s financial status.
* Recruits and supervises Bookkeeper.
* Oversees all grants accounting; ensures that expenditures are consistently aligned with grant and program budgets throughout the grant/fund period; collates financial reporting materials for government, corporate, and foundation grants.
* Maintains currency with all accounting principles relevant to non-profit accounting, implementing new procedures as required.
* Liaison for the Executive Committee, Finance Committee, and Board of Directors.
* Attend and present at the bi-weekly Executive Committee meetings, monthly Finance Committee meetings, and the quarterly Board meetings.

**Qualifications**

This is an extraordinary opportunity for a professional with seven to ten years of accounting and finance experience, including experience gathering, evaluating and presenting financial information to executives and board-level stakeholders. S/he will ideally have experience in a complex nonprofit that has multiple revenue streams.

We’re looking for an outgoing problem-solver with a positive, “can do” attitude; an individual who enjoys working as part of a team that knows where it’s headed, but doesn’t always know exactly how to get there.

Other qualifications include:

* Leverage strengths of the current team members, help to clarify roles and responsibilities and develop and implement training programs in order to maximize and reach optimal individual and organizational goals.
* Provide leadership in strengthening internal communications with staff at all levels throughout the organization; create and promote a positive and supportive work environment.
* Personal qualities of integrity, credibility, empathy, and unwavering commitment to our mission; a proactive, hands-on strategic thinker who will own, in partnership with the ED and Treasurer, the responsibility for finance.
* Minimum of a BA; CPA and/or MBA preferred.
* Solid experience coordinating audit activities and managing reporting, budget development and analysis, accounts payable and receivable, general ledger, payroll, and accounting for investments.
* A track record in grants management as it relates to compliance and reporting of government, corporate and foundation grants.
* Keen analytic, organization and problem solving skills.
* Strong interpersonal and communication skills; experience in effectively communicating key data, including presentations to senior management, board or other outside partners.
* Ability to dive right in and contribute to the museum outside of the office environment; involved in off hours events/projects/meetings.
* Familiarity with Quickbooks Desktop, Shopify, Stripe, Bloomerang, Weven, and One Drive.