



## Senior Director of Finance

Finance Department

The Baltimore Museum of Art is seeking an experienced Senior Director of Finance. The ideal candidate will be collaborative, energetic, an excellent communicator and a team builder. The Senior Director of Finance plays a central and fundamental role in the daily operations of the institution and works closely with all departments.

Managing a three-person department, the successful candidate will be comfortable working in both strategic and some hands-on capacities; will be a collaborative thinker and will feel comfortable working in a fast-paced environment that requires simultaneous attention to different projects and responsibilities; and will enjoy working across departments and with colleagues with varying levels of financial knowledge/experience.

### **RESPONSIBILITIES**

The Senior Director of Finance will be responsible for overseeing all activities of the Finance Department including but not limited to:

- Overseeing financial audits and 990 tax return preparation.
- Overseeing institutional operating and capital budget processes including quarterly financial rejections.
- Overseeing and assisting in preparation of grant budgets, tracking and reporting, including all Federal, State and Local government grants.
- In partnership with the Senior Director of Advancement, ensuring accurate recording of all contributed income.
- Tracking and maintaining financial records for donor restricted endowment funds including working closely with the Advancement team to ensure donors receive accurate annual endowment fund reporting.
- Develop annual staffing and salary budget in partnership with the Senior Director of Human Resources.
- Preparing monthly financial statements.
- Managing institutional cash flow.
- In partnership with the Chief Operating Officer, serving on the Audit, Finance, and Investment Committees of the Board of Trustees.
- Ensuring compliance with all accounting standards and regulations.

### **QUALIFICATIONS**

- At least 7 years of progressive supervisory experience
- At least 10 years of financial accounting experience (non-profit experience preferred)
- Accounting Degree/CPA preferred or professional experience equivalent
- Experience with Blackbaud's Financial Edge preferred
- Demonstrated fiduciary experience and in-depth knowledge of accounting rules including those specifically focused on non-profit organizations and non-profit accounting practices. Experience with presentation of Financial Statements of not-for-profit entities.

- Experience in accounting for investments and endowments, including fund accounting.
- Technology-savvy with experience and advanced knowledge of accounting and reporting software.
- Critical thinking skills and expertise in working as a team on developing solutions.
- Strong and proven organizational and leadership skills; comfortable with a high level of visibility, responsibility and accountability.
- Strong manager with emphasis on team building, staff empowerment and performance acceleration.
- Exceptional interpersonal and communications skills, both written and verbal, and the ability to develop positive and productive relationships and decisively build buy-in across the organization.
- Superior judgment, highest standards of accuracy and precision; highly organized.

### **BENEFITS**

The Baltimore Museum of Art is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law. We are committed to building a culturally diverse staff and strongly encourage all qualified professionals to apply.

We offer a competitive salary and a generous benefits package. For this exempt position we offer medical, dental, vision, prescription, 403b retirement plan, long term disability, flexible spending account, flexible and condensed scheduling, museum and restaurant discounts, and reduced fee gym membership. We also offer accrued vacation, holidays, personal days, floating holidays, and sick days.

### **APPLY**

Please send a cover letter with salary requirements and resume to [HR@artbma.org](mailto:HR@artbma.org) with "Senior Director of Finance" and your first and last name in the subject line.

Incomplete application materials will not be considered.

No phone calls please.

Position will be posted until filled.

### **COVID-19 CONSIDERATIONS**

We have adjusted to a virtual work environment until gathering restrictions are lifted. A computer and the necessary peripherals will be provided to the candidate hired for this position. Please note that internet access is the responsibility of the candidate.