



THE AFRICAN AMERICAN MUSEUM IN PHILADELPHIA
JOB DESCRIPTION

POSITION TITLE: VICE PRESIDENT OF FINANCE
DEPARTMENT: EXECUTIVE
POSITION REPORTS TO: PRESIDENT & CEO

POSITION SUMMARY:

The Vice President of Finance oversees the financial operations of the Museum to include planning, budgeting, accounting, and financial reporting. Successful candidate will be someone who is able and ready to work with a diverse team of staff and volunteers in a fast paced environment. Salary minimum is \$115k and is commensurate with experience.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

FINANCIAL COORDINATION

- Ensures compliance with local, state, and federal laws, grant requirements, and Generally Accepted Accounting Principles. To include keeping abreast of changes in laws and regulations, coordinating update of procedures to comply with these changes, and implementing new accounting pronouncements.
- Prepare, with the Senior Staff, the Museum's annual operating and capital budgets and mid-year budget revision. To include establishing schedule for budget planning, designing forms, analyzing departmental budget requests and revenue for reasonableness, establishing periodic reporting format for comparison of actual results to budget, analyzing budget variances and recommending corrective action as necessary. Serve as liaison to the Finance Committee of the Board, division heads, department heads, and treasurers on accounting/financial matters including the operating and capital budgets.
- Direct preparation, review, and analysis of monthly financial reports to ensure that the Museum's financial condition is in accordance with the guidelines established by the management and the Board. Provide regular financial reports to the Finance Committee to inform the committee members of the Museum's financial status. Provide staff support to Finance Committee.
- Manage the Finance Office to insure that the Museum's accounting and financial functions are performed effectively. Select, manage, develop, and evaluate the Finance Manager to effectively meet divisional goals. Monitors compliance with the Auditor's management letter.
- Direct cash activities to maintain appropriate cash levels. Manager banking relationships to optimize service and minimize cost to the Museum.
- Oversees revenue, accounts receivable and Cash receipts: deposits, processing of revenue transactions, performs month-end reconciliation procedures.
- Oversees purchased, accounts payable and cash disbursements: processes invoices, issues checks, records checks in general ledger and cash disbursements journal, performs month-end reconciliation procedures.
- Review reconciliations, journal entries, payroll, edit reports, and other internal reports to ensure accuracy and completeness of accounting records, research accounting related questions.
- Establish and maintain accounting control over the Museum's restricted and endowment funds.
- Direct preparation for annual audit and other audit activities. Coordinate work of outside auditors to facilitate timely completion of work and control costs. This includes scheduling, participation in audit planning, preparation of account analyses, resolution of issues regarding differing



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interpretations of appropriate accounting treatment, preparation of financial statements and footnotes.

- Manage preparation of tax returns and related reports to ensure compliance with governmental reporting requirements. Coordinate preparation of the financial portion of grant reports and billings to ensure compliance with requirements and policies of funding sources.
- Manage the financial risk management program.
- Contribute, as a member of the Executive leadership, to the policy making for and management of the Museum. Attend meetings of the Board of Directors and, as appropriate, of various Board Committees.
- Continue personal professional development.

QUALIFICATIONS, SKILLS, AND ABILITIES REQUIRED:

Education/Experience Required:

- BA/BS in Accounting, Finance, Business Administration, or comparable field
- A minimum of 5-years increasingly responsible experience in all aspects of accounting and financial reporting, including experience with non-profit organizations
- CPA required or 5 additional years accounting experience
- A minimum of 5-years relevant accounting/finance and high-level management experience
- Supervisory experience required

Skills & Abilities Required:

- Expertise in Microsoft Office
- Excellent written and oral communication, and analytical and organizational skills to foster effective working relationships at all levels
- Must have a proven ability to use diplomacy and respect confidentiality in sensitive situations
- Must be a leader, able to provide operational level direction to the Museum's financial activities
- Ability to assess and implement opportunities for improvement in financial administration
- Extensive use and knowledge of computerized accounting applications and spreadsheet software
- Ability to develop solutions for Museum-wide financial problems and issues.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS:

Must be able to remain in a stationary position for extended periods of time operating a computer and other office productivity devices such as a calculator, telephone, and copy machine. Must be able to adapt to high pace environments occasionally moving/lifting light weight equipment and other work-related objects up to 25lbs. May have to work late nights, weekends and in outdoor weather.

Expected hours: 37.5 per week



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DIVERSITY, EQUITY AND INCLUSION:

AAMP commits to creating environments that are equitable, just, and accessible without discrimination toward a person's race, gender identity, class, sexuality, ethnicity, religion, age, ability, and national origin. Employees at AAMP are expected to contribute to the advancement of diversity, equity and inclusion within the workplace and in public.

Please send your resume, references and cover letter to hr@aampmuseum.org.