Position Announcement | Museum Controller

Department: Accounting
Reporting Relationship: Chief Financial Officer
Supervises: Accounting team of 3
Opening Date: August 23, 2021
Closing Date: September 24, 2021

About The Newark Museum of Art:

*We welcome everyone with inclusive experiences that spark curiosity and foster community.*

*We acknowledge the traditional homelands of the Lenape, also known as the Delaware, upon which The Newark Museum of Art resides.*

Founded in 1909 and located in New Jersey, The Newark Museum of Art (NMOA) is the state's largest museum and ranks twelfth nationally in terms of collection size. Global and diasporic, the collection includes more than 100,000 artworks, as well as significant holdings of science and natural history. From the classical world to the art of today, NMOA boasts exceptional examples and depth in the Arts of Global Africa, Arts of Global Asia, Arts of the Americas, including Native American art, Arts of the Ancient Mediterranean, and Decorative Arts. The American collection features works by major artists such as John Singer Sargent, Childe Hassam, Mary Cassatt, Sam Gilliam, Georgia O’Keeffe, Carmen Herrera, Jeffrey Gibson, and Mickalene Thomas.

The NMOA’s visitor- and community-centric approach responds to the evolving needs and interests of the diverse audiences it serves by offering exhibitions, programming, a research library, paid internships, and local and global partnerships. A four acre campus comprises the 1885 Ballantine House, a National Historic Landmark; the Alice Ransom Dreyfuss Memorial Garden; and Horizon Plaza. Under the leadership of Director/CEO Linda C. Harrison, NMOA has launched an era of transformation to create an engaged citizenry by reimagining the role of the art museum for the 21st century.

**JOB SUMMARY:**

As part of the leadership team, Controller is critical to the Museum’s strategic Vision Plan. Controller develops strong partnerships with department heads to promote cross-functional work. S/he will work closely with CFO to keep Finance Committee members and the Trustees abreast of critical financial matters. S/he will continuously evaluate the Museum’s financial risks to mitigate and minimize exposures. Leader for financial business process improvement and change management.

**Duties and Responsibilities**

- Oversees financial governance strategy and compliance.
Completes monthly, quarterly, and annual closing on a timely basis. Responsible for issuance, maintenance and improvement of managerial reporting. Provides monthly variance analysis and solutions to the deviations.

Ensures timely issuance of audited financial statements and filing of various tax forms including Form 990. Primary contact for external accounting firm.

Develops an annual budget, forecast and/or mid/long term financial plan in collaboration with the Museum’s senior leaders and department heads.

Possesses extensive ERP implementation experience and understands the IT controls in finance. Has high level of Project Management skills.

Monitors covenant requirements and ensures the requirements are met.

Holds in-depth knowledge of accounting rules and regulations including: USGAAP, USGAAS, IRS regulations, Yellow Book Audit and other finance and compliance requirements. Possesses a well-rounded knowledge of Accounting Section Codification (ASC) 958 Not for Profit Entities and stays up-to-date with new accounting pronouncements.

Establishes and reviews the Museum’s accounting policy. Standardizes procedures and requirements.

Responsible for assessing the design and effectiveness of internal controls. Works with user departments to search for improvements and provides practical solutions.

Responsible for overseeing the purchase-to-pay business cycle. Monitors various financing vehicles, to manage cash flow and maintain sufficient working capital, including debt, credit cards, and other liabilities.

Oversees the revenue cycle by monitoring various income streams; reviews accuracy, completeness and potential for realization.

Works closely with the Development department to manage grants and contributions and assist in related grants reporting.

Manages cash flows. Maintains effective banking and broker relationships and employs their services.

Maintains a healthy level of working capital by utilizing cash flow from revenue and purchase cycles.

Oversees merchant banking and other online transactions to ensure completeness and accuracy.

Develops and tracks capital project budgets with Facilities and Development departments. Monitors and adapts to changes and deviations.

Promotes a team environment. Demonstrate strong supervisory skills; able to and willing to mentor staff.

REQUIREMENTS:
This position requires a proactive, hands-on approach and we are seeking an individual who has a desire to make a huge impact as a strategic leadership professional.

- Minimum 10 years experience in Accounting, 5 years in leadership role.
- Strong PMO skills is required.
- ERP and IT intelligence is required.
- CPA or equivalent certification is required.
- Audit experience is preferred.
- Non-profit experience is preferred.
- Governmental reporting experience is preferred.
- Excellent communication skills both written and verbal.

**COMPENSATION & BENEFITS**

The Controller is a full-time, exempt position. $120,000 annual with excellent benefits.

The Newark Museum of Art is an Equal Opportunity Employer. In addition, we aspire to make the Museum and our environment - staff, audiences, artists, programs, and exhibitions - reflective of the diversity of the city of Newark and to capture the spirit of access, inclusion, and equity in all we do. We strongly encourage and welcome applicants from our BIPOC, disabled, and LGBTQIA communities as they must be centered in the work we do. If you are interested in applying for this position or need an accommodation due to a disability, you may contact us at:

Email: humanresources@newarkmuseumart.org

Due to the high volume of submissions, only those candidates selected for interviews will be contacted.