



# PARRISH ART MUSEUM

**Job Title:** Controller

**Reports to:** Deputy Director

**Coordinates with:** Deputy Director and Director of Finance

**Status:** 35+ hours per week non-exempt

## **PURPOSE AND SCOPE:**

Manage day to day recording and input of core financial data for finance department by providing information, primarily financial in nature about all organization activities that will assist in making educated economic decisions about the organization's future. This is a full-time position that reports directly to the Deputy Director.

## **PRINCIPAL DUTIES AND RESPONSIBILITIES**

- Prepare the annual operating budget in coordination with all department heads.
- Prepare reports required by granting agencies and donors.
- Prepare monthly journal entries and financial statements for the Deputy Director to review.
- Prepare the financial statement audit and annual 990 and coordinate with independent audit firm.
- Monitor banking and endowment activities and develop/maintain favorable relationships with banking and lending institutions.
- Serve as administrator and oversee administration and financial reporting for the Museum's retirement plan.
- Establish, document, and maintain systems and controls, which verify the integrity of all systems, processes, and data. Suggest options and changes to the Deputy Director.
- Participate in a wide variety of special projects with the Deputy Director.
- Communicate with co-workers, management, and others in a courteous and professional manner.
- Conform with and abide by all regulations, policies, work procedures, and instructions.
- Prepare quarterly reports for Board of Trustees.
- Coordinate and be the primary staff lead for investment and audit committee meetings.
- In coordination with the Deputy Director, conduct research-based cost analysis of fair market value of HR and business-related plans, including but not limited to, insurance, employee benefits, and wages to make recommendations to align with best practices and with the goal of attracting and retaining employees.
- Provide financial information to the Deputy Director as required on a regular basis.
- Attend Department meetings.
- Perform other related duties as assigned by the Deputy Director.

**In collaboration with the Director of Finance:**

- Manage the input, approval, and recording of Accounts Payable, ensuring the accurate and timely processing of accounts payable, purchase orders, petty cash, and cash control.
- Manage the input, approval, and recording of Accounts Receivable to ensure the accurate and timely management of all Accounts Receivable aging components including billings and cash receipt application.
- Manage the input, approval, and recording of Payroll to ensure timely and accurate processing.
- Prepare monthly journal entries and reports for the Museum Shop.

**QUALIFICATIONS**

**Education:** Bachelor's degree in Accounting or Finance; CPA certification preferred.

**Experience:** Strong general ledger, accounts payable, accounts receivable, payroll, banking, and not-for-profit working knowledge. Experience with Financial Edge preferred.

**Interpersonal Communications:** Strong management skills required, including planning, decision-making, facilitating, and process improvement. Problem-solving abilities and analytical skills required. The individual identifies and resolves problems in a timely manner and gathers/analyzes information skillfully.

**Other:** Proficient knowledge of computer programs including Microsoft Office (Word, Excel) and General Ledger programs.

**Interpersonal Communications:** Candidate should possess strong organizational and interpersonal expertise, as well as excellent written and verbal communication skills. Candidate will be a talented multi-tasker and work well as part of a team. This position requires confidentiality, integrity, understanding, and high ethical standards.

**Working Conditions:** Work will be performed in a normal office environment. Moves about the museum on an as needed basis to successfully perform job. The physical demands and work environment characteristics are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Scope of Authority:** Must accept direction from the Deputy Director in executing principal responsibilities.

**Disclaimer:** The preceding description is not designed to be a complete list of all duties and responsibilities required of the position.