

Vice President of Finance

Reports to: President & CEO

Status: Full-time, exempt

Hours: Core hours M-F 8:00-4:00; evening and weekends as needed to meet deadlines and attend meetings and special events

Supervises: Accounting Assistant, Facilities Director, IT Manager

Job Summary:

The Vice President of Finance serves as the Chief Financial Officer, oversees facilities and information technology, and co-directs the human resources function. Directly responsible for all financial activities of the organization, including reporting, overseeing transaction processing, budgeting, audit preparations, and general business tasks. Participates in the President & CEO's senior management team of the Museum, helping to set policy and procedure.

Essential Responsibilities:

- Plan, develop and direct the fiscal management of the organization's resources.
- Advise the President & CEO on business issues related to finance.
- Develop, improve and implement finance related policies, systems and procedures.
- Ensure compliance with applicable federal, state and local statutes and regulations related to finance.
- Maintain a system of internal controls to safeguard assets and the reliability of financial statements.
- Coordinate financial audits, including preparation of supporting workpapers, draft GAAP financial statements, and IRS Form 990.
- Prepare monthly financial statements and analysis in an accurate and timely manner.
- Prepare payroll; ensure compliance with payroll-related reporting requirements.
- Supervise and review Accounting Assistant's work with payables, receivables, receipts and deposits. Ensure correct account coding, timeliness of processing, and that all support documentation is accurate and in order.
- Provide leadership in long-range financial planning, analysis and forecasting for strategic planning and budget purposes.
- Work closely with senior leadership to develop, manage and report on annual budget.
- Facilitate meetings of the Board Finance Committee, annual Audit Committee, and quarterly Peoria Riverfront Museum Foundation Board. Prepare and present related financial reports.
- Oversee banking relations to achieve dependable and positive cash flow.
- Coordinate proper insurance coverage for the organization.
- Manage the employee benefits program; conduct new employee orientations; partner with the Chief Strategy Officer on other human resources functions.
- Provide oversight and support of the Facilities Director.
- Provide oversight and support of the Information Technology Manager.
- Work with the President & CEO to establish annual goals for Finance Department staff and evaluate staff performance.

Job Qualifications:

- Bachelor's degree or above in appropriate field; CPA, CMA or coursework equivalent to that required for CPA certification.

- 5 years of professional experience in accounting, including preparation of financial statements, budgeting, and supervising the work of others; not-for-profit experience preferred.
- Demonstrated knowledge of finance, accounting, budgeting, cost control principles, Generally Accepted Accounting Principles (GAAP), and not-for-profit fund accounting.
- Effective time management skills with the ability to prioritize tasks to achieve goals in a timely manner.
- Working knowledge of computers and applications including but not limited to Microsoft Office, accounting software, and enterprise-wide operational software.
- General knowledge of not-for-profit ethical standards and procedures.
- Ability to work cohesively with teams, special interest groups, committees and volunteers.
- Aptitude to properly train, direct, coach and motivate staff and volunteers.
- Ability to develop, communicate and evaluate goals that support mission.
- Skill to effectively communicate the cultural and educational values of PRM to staff and the public.

Essential functions (ADA)

- Ability to work a full-time schedule which may regularly include evenings, weekends and some holidays.
- Ability to communicate and interact verbally, both in person and over the phone.
- Ability to use personal computers and operate general office equipment.
- Substantial movements of the wrists, hands, and/or fingers.
- Exerting up to 10 pounds regularly, up to 30 pounds of force occasionally and/or negligible amount of force to lift, carry, push, pull or otherwise move objects.
- Visual acuity to determine the accuracy, neatness and thoroughness of work assigned.
- Ability to travel to and from job location.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee, and may include other duties as assigned.

Reviewed by: _____

Date: _____