



THE KREEGER MUSEUM

POSITION: Financial Manager (part- time)

RESPONSIBILITIES

- Coordinates with Director and Board Chair in financial planning and strategy.
- Prepares and monitors Museum's current fiscal year budget.
- Provides and presents Museum financial reports to Director and Board of Trustees as required.
- Processes accounts payable and accounts receivable.
- Manages Museum employee benefits program and payroll.
- Supervises annual audit performed by outside auditors; collects and provides all information for Form 990.
- Manages all aspects of Museum insurance, including fine art, building, and other assets. Works closely with Director and Board Chair to establish insurance requirements.

SECONDARY FUNCTIONS

- Supports activities associated with human resources including employee benefits coordination and management.
- Manages budget and controls expenses effectively.
- Participates in contract negotiations and maintains contracts as appropriate.
- Other duties as assigned by Director.

QUALIFICATIONS:

- Knowledge of GAAP accounting standards, particularly in terms of nonprofit accounting and reporting functions.
- Some benefits administration experience. Knowledge of HIPAA and ACA regulations.
- Some payroll administration experience. Demonstrated software knowledge (Quickbook Pro preferred).
- Some administrative experience in a non-profit organization.
- Bachelor's degree (B.A.) in Business Administration, Management, or Accounting.