

EMPLOYMENT OPPORTUNITY

Director of Finance

Reports to: Executive Director

Status: Full-time / Exempt

Supervises: Part-time Finance Assistant

Job Purpose

The Director of Finance is a key member of the leadership team, responsible for directing and overseeing all aspects of the museum's finance and accounting functions as well as working with the executive director, leadership team, staff, and board on museum-wide priorities. This position oversees all aspects of financial management, including budget development, cash management, and preparation of financial statements, audit schedules, tax returns, and reporting to the Board of Directors.

Position Responsibilities and Duties

- Develop and maintain financial policies and procedures, and provide direct daily oversight of all financial workflows
- Oversee budgeting, accounting, reporting, and financial planning activities
- Approve and/or review invoices, check requests, wire transfers, expense reports, and credit card reconciliations
- Review and process check requests and general journal entries
- Review and reconcile monthly investment/endowment reports and bank statements
- Monitor the funding position of the organization
- Prepare financial statements and reports
- Facilitate preparation of federal, state and local tax filings
- Facilitate annual review of financial records by third party auditors
- Support for the recording and reconciliation of payroll and benefit entries
- Develop and/or review organizational contracts
- Facilitate the renewal of organizational insurance programs

The above responsibilities are a summary of the position; other duties may be assigned.

Experience and Background Skills

- Bachelor's Degree in finance, accounting, business, non-profit administration, or related field
- Minimum of 5 years of experience in an accounting or finance role, and basic knowledge of non-profit finances/accounting
- Advanced knowledge of QuickBooks or comparable system, MS Excel
- Excellent judgement with sound decision-making skills and an attention to detail
- Ability to work effectively, both independently and collaboratively within a team
- Strong analytical, budgeting, and leadership skills
- Strong verbal and written communication skills
- Strict adherence to professional ethics including an evident high practice of high-level confidentiality
- Basic understanding of investments, contracts, and insurance coverages

About the Pulitzer Arts Foundation

The Pulitzer Arts Foundation is an art museum dedicated to fostering meaningful experiences with art and architecture. Since its founding in 2001, the museum has presented art from around the world in its celebrated building designed by Tadao Ando and located in the Grand Center Arts District in St. Louis, MO. Offering personal encounters with art, the Pulitzer brings art and people together to explore ideas and inspire new perspectives.

The Pulitzer Arts Foundation is an equal opportunity employer. We will extend equal opportunity to all qualified individuals without regard to age, citizenship status, color, disability, gender identity, marital status, national origin, race, religion, sex/gender, sexual orientation, veteran status, or any other status protected by law. Our policy reflects and affirms the Pulitzer Arts Foundation's commitment to the principles of fair employment and the elimination of all discriminatory practices.

Benefits

The Pulitzer benefits package includes Medical, Dental and Life Insurance, Voluntary Life Insurance, Health Reimbursement Account, Flexible Spending Account, SIMPLE IRA and match, Short-Term and Long-Term Disability, Vacation, Paid Time Off, Volunteer Time Off, and various leave policies.

COVID-19 Precautions

During the COVID-19 pandemic, the Pulitzer has implemented a Remote Work Policy. For work needing to be completed onsite, this position has a private office.

HOW TO APPLY

Interested applicants should apply at <https://pulitzerarts.org/about/jobs/>.