

Ella Sharp Museum Job Posting  
Director of Finance

Reports To: *Executive Director*  
Classification: *Full Time, Exempt*  
Department: Management  
Location: 3225 Fourth St. Jackson, MI

Supervises: Accounting/office assistants,  
volunteers  
Salary range: 50,000-60,000 annually,  
benefit eligible

**Director of Finance** will oversee all financial aspects of business and drive the museum's financial strategy and planning with the Executive Director and the Board of Directors. You will be responsible for assessing the financial performance of the company as well as possible risks and investments. The Director of Finance should be a reliable professional with broad knowledge to all accounting, financial and business principles, strategic thinker, and effective leader who can make the most profitable decisions.

### **Responsibilities**

- Drive the financial planning of the company by analyzing its performance and risks
- Retain constant awareness of the company's financial position and act to prevent problems
- Set up and oversee the company's finance IT system
- Set targets for and supervise all accounting and finance personnel (management accountants, internal auditors etc.)
- Prepare timely and detailed reports on financial performance on a monthly, quarterly, and annual basis
- Accurately track restricted contributions, expenditures fulfilling those restrictions and restricted fund balances
- Conduct analysis to make forecasts and report to Directors
- Ensure adherence to financial laws and guidelines
- Assist the Executive Director with the development of departmental budgets
- Maintain budgets including departmental and program budgets
- Maintain records for all financial and budgetary requirements including, but not limited to contracts, grants, and board documentation
- Assist the Executive Director in administering human resource functions including employment procedures, benefit administration and maintaining personnel files
- Payroll preparation and help maintain compliance with applicable employment, workers comp, wage, and hour laws
- Reporting to comply with grants and funder's requirements
- Maintain compliance with sales tax laws and reporting
- Drive the financial and cashflow planning of the company by analyzing its performance and risks
- Excellent interpersonal communication skills

### **Requirements and skills**

- Proven experience as director of finance or similar role
- In-depth knowledge of Non-profit finance and accounting principles, laws, and best practices
- Solid knowledge of financial analysis and forecasting
- Proficient in the use of MS Office and financial management software (e.g. Netsuite & QB)

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- An analytical mind with a strategic ability
- Excellent organizational and leadership skills
- BSc/BA in accounting, finance, or relevant field; MSc/MA is a plus
- CPA or other relevant qualification is a plus
- A minimum of five years of commensurate experience including non-profit accounting and related administrative duties
- Superior writing and editing skills with an attention to detail
- Excellent interpersonal communication skills
- Highly organized and attention to detail

This position requires the ability to do one or more of the following throughout the day: sit, stand, and work, to lift up to 25 lbs. occasionally, do close work with a computer monitor and perform repetitive hand movements. Employee must be able to communicate verbally. Employee must pass criminal background check.

### **About the Ella Sharp Museum**

The Ella Sharp Museum, founded in 1965, offers programs, exhibits, and experiences preserving community history, advancing art appreciation, and understanding, connecting children with science. Our 10-acre campus includes the Hadwin Center with exhibit galleries, program spaces, offices, and a museum store; the Merriman Sharp farmhouse, a one-room schoolhouse, a log cabin, barn, and other historic structures; and the Hurst Planetarium. Our mission focuses on providing opportunities to connect our community with history, the arts, and science. We received American Alliance of Museums accreditation in 1978 and have been reaccredited twice. One of the first small museums in the country to receive such distinction, the Ella Sharp Museum is one of only 38 accredited institutions in the state of Michigan.

### **How to apply:**

Submit cover letter and resume via email to:

Julie Johnson, Executive Director,  
Ella Sharp Museum,  
[JulieJ@EllaSharp.org](mailto:JulieJ@EllaSharp.org)