

DALLAS HOLOCAUST AND HUMAN RIGHTS MUSEUM

Chief Financial Officer / Controller

Department: Operations and Finance
Reports To: CEO
FLSA Status: Full Time, Non-Exempt

Summary

Reporting to the President and CEO, the CFO is a key strategic leader and business partner responsible for financial management and internal operational strategy. The CFO is responsible for overseeing the financial accounting, information services, human resources, and facilities management functions of the Dallas Holocaust and Human Rights Museum. Advise management on budgetary and systems issues; oversee all tax compliance. Lead and direct the annual budgeting process.

Job Duties

1. Oversee all aspects of the annual audit.
2. Oversee the annual budget process.
3. Ensure compliance with all federal and local tax laws and regulations. Coordinate all information for the preparation of the IRS Forms 990 and 990T.
4. Function as the Controller to produce timely and accurate monthly financial statements with budget to actual variance analysis.
5. Manage receipt, custody, and disbursement of funds. Oversee management of all financial transactions.
6. Supervise the Human Resources, Facilities, Information Technology and Accounting functions.
7. Prepare and submit all reporting to the bank related to debt compliance.
8. Create and maintain financial projections.
9. Establish policies and procedures to support strong internal controls.
10. Function as the staff liaison for the Finance and Audit Committee, the Compensation Committee, and the DHHRM Endowment Foundation Board.
11. Manage endowment and investment assets in accordance with investment policy, coordinate with investment managers, and provide information to management and EF Board.
12. Oversee payroll process and maintenance of payroll data.
13. Oversee and manage the annual benefits renewal process and benefits administration.
14. Act as fiduciary for the 403b and 457f retirement plans.
15. Participate as a member of the museum's Senior Leadership Team, comprised of the Chief External Affairs Officer, Chief Education and Programs Officer, CFO and CEO.
16. Participate in the Strategic Planning process.
17. Oversee risk management and insurance coverage renewals and additions.
18. Act as the team leader for the Patron Manager User Group. Patron Manager is the CRM / POS system used by the organization.

Key Requirements

- Requires in-depth understanding of a comprehensive field of knowledge. Involves ability to define problems, draw conclusions and make decisions dealing with abstract variables. Knowledge normally associated with attainment of an advanced degree in accounting or finance plus extensive work experience in a related field. Bachelor's Degree in accounting or finance required; Master's Degree in accounting or finance preferred. CPA required. Requires a minimum of 10 years of progressive experience in financial business management as a leader with a minimum of 5 years as a senior level financial executive. Prior experience in financial management of a non-profit organization preferred.
- Requires proficient working knowledge and ability to manage automated accounting systems, including the ability to plan, administer, and report budgets and other required financial documentation. Prior experience using Financial Edge preferred. Strong technology and computer skills required.
- Requires proficient ability to speak, read and write English and a high comfort level with public speaking.
- Requires commitment to advancing human rights so as to perform tasks and responsibilities in alignment with museum's mission, vision, and values.
- Requires cross-cultural sensitivity and understanding.
- Requires ability to effectively lead and direct personnel; requires administrative skills and experience necessary to support staff selection, development, motivation, and evaluation.
- Requires recognized ability to meet multiple deadlines utilizing strong organizational skills.
- Requires demonstrated strong analytical skills, including an ability to synthesize large amounts of information and to focus quickly on the essence of an issue; strong commitment to producing measurable results.
- Requires experience developing, directing and managing multiple projects and implementing strategic program goals.
- Requires proficient listening and problem-solving skills.
- Requires ability to maintain confidentiality.
- Requires ability to supervise others and hold others accountable for work completed; provide training, development and feedback to staff.
- Requires strong professional business contract negotiation skills.

Competencies

1. Judgment/Decision Making
2. Communication – Oral
3. Organization/Planning
4. Business Literacy
5. Customer Focus
6. Integrity
7. Initiative
8. Collaboration/Teamwork

The Dallas Holocaust and Human Rights Museum is an equal opportunity employer. We value and strongly encourage a diverse environment.

Applicants, please send cover letter referencing the job title and resume to Nicole Stasick at nicolestasick@rischresults.com.