



Controller

Department: Finance
Reports To: CFO
FLSA Status: Full Time, Exempt

Summary

Reporting to the CFO, the Controller is a business partner responsible for financial management and internal operational strategy. The Controller is responsible for overseeing the financial accounting functions of the Dallas Holocaust and Human Rights Museum, as well as assist the CFO on budgetary and systems issues, oversee all tax compliance, lead and direct the annual audit.

Job Duties

1. Oversee all aspects of the annual audit.
2. Support the CFO with the annual budget and forecasting processes.
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. 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 Accounting functions.
7. Review and approve payroll bi-weekly.
8. Prepare and submit all reporting to the bank related to debt compliance.
9. Assist the CFO in establishing policies and procedures to support strong internal controls.
10. Own the chart of accounts and fund accounting initiatives

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 5 years of progressive experience in financial business management as a leader with a minimum of 3 years as a senior level financial executive. Prior experience in financial management of a nonprofit 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. Strong technology and computer skills required.

- Requires proficient ability to speak, read and write English.
- 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 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.

Competencies

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

Dallas Holocaust and Human Rights Museum Core Values

Respect: We treat everyone with dignity and respect.

Empathy: We understand that people have varied experiences of struggle and triumph and we treat everyone with compassion.

Inclusivity: We value people's differences and strive to make the Museum accessible to all.

Excellence: We work to perform at the highest possible level in everything we do.

Integrity: We act ethically and transparently.

Courage: We are Upstanders.

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 resume@dhhrm.org.