

Position Description:

The Director of Finance and Administration is a vital role to the mission of Thomas Jefferson's Poplar Forest. They perform difficult professional work assisting in planning, organizing and directing the financial, personnel, and property management activities of the Corporation. The position reports to the President and works closely with the Board of Directors

Responsibilities:**Financial Administration**

Prepares annual budget, accumulates revenue information, prepares budget documents for Board of Directors, modifies budget as necessary, and handles distribution of final budget document;

Prepares cash flow projections, performs review of and revision to the projections developed. Anticipates cash needs;

Monitors invested funds, including endowment funds and short term investments, prepare journal entries to record activity in these funds, and reconciles and prepares reports on these funds;

Oversees all bank accounts and loans, prepares monthly bank reconciliation, coordinate new loans and renewals, transfers funds as needed;

Develops fiscal information for grant requests and grant reporting as required;

Oversees and prepares accounting records and financial statements for annual audit; prepares all work papers as requested by the auditors; prepares and records the year-end journal entries necessary to complete closing the general ledger;

Monitors usage of restricted funds, invests funds not needed immediately, and releases funds from restriction periodically per analysis;

Prepares monthly as well as various financial reports for the President, department heads, boards, and committees;

Authorizes purchases in accordance with the purchase order policy and reviews cash disbursement documentation to select weekly payments to vendors;

Posts daily gift entries to the general ledger;

Prepares periodic reimbursement requests under contract and grant agreements;

Oversees the general operation of accounts payable and general ledger processing; assists as needed with payroll.

Supervises the manager of the Museum Shop and reviews transactions that come through the Square Retail system. Provides necessary accounting reviews to ensure inventory control and accuracy.

Personnel Administration

Develops personnel policies and ensures compliance with applicable laws;

Periodically reviews employee benefit contracts and seeks competitive bids;

Assists President and department heads with personnel issues;

Serves as fiduciary of the 401(k) Retirement Plan, performing annual investment option reviews and making changes as necessary.

Property Administration

Serves as contact person for rental property managers;

Maintains property records and coordinates land acquisition projects;

Evaluates property and liability insurance needs, adjusting policies as needed;

Manage distribution of keys and related recordkeeping.

Other duties as required, to include participation in special events.

Knowledge, Skills, and Abilities:

- Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in accounting or finance and considerable experience in finance administration. Some experience with employment law is also required.
- Thorough knowledge of the principles and practices of accounting and budgeting as applied to a non-for-profit entity
- Thorough knowledge of the modern office practices and of standard office and accounting equipment
- Supervisory Experience preferred.
- Ability to establish and maintain effective working relationships with associates
- Detail-oriented with strong organization, analytical, and planning skills
- Ability to communicate ideas effectively, both orally and in writing.
- Ability to prepare complex financial reports

Preference given to candidates with at least five years of museum, historic site or non-profit experience

Employee Benefits:

- 401(k)
- 401(k) matching

- Dental insurance
- Health insurance
- Health savings account
- Life insurance
- Vision insurance
- Paid time off
- Sick Leave
- Holiday time off
- Employee discount in Museum Shop
- Flexible schedule
 - 8 hour shift
 - Day shift
 - Monday to Friday with weekends and evenings required occasionally
 - Museum Education, Program planning, Interpretation: 5 years (Preferred)
 - Supervising staff: 3 years (Preferred)

To apply: please send resume and cover letter to Alyson Ramsey, President & CEO at alyson@poplarforest.org. Please no phone calls.

Job Type: Full-time

Pay: \$70,000.00 - \$80,000.00 per year

Benefits:

- 401(k)

- 401(k) matching
- Dental insurance
- Employee discount
- Flexible schedule
- Health insurance
- Health savings account
- Life insurance
- Paid time off
- Retirement plan
- Vision insurance

Schedule:

- Day shift

Work Location: In person