



Director of Finance and Administration

To Apply

By Email: List position in the subject line.

Email should contain cover letter, résumé, and salary history.

Send to: info@durhammuseum.org

By Mail: The Durham Museum

Attn: Director of Finance and Administration Search

801 South 10th Street

Omaha, NE 68108

By Fax: (402) 444-5397

Job Description:

The Director of Finance and Administration position is a full-time leadership position responsible for the finances and administration of the museum. The Director of Finance and Administration reports to the museum's Executive Director and works with the entire museum staff. Specific responsibilities include, but are not limited to the following:

Leadership

- Works with the museum department directors to develop annual and long-range plans to support and advance the museum's strategic goals
- Serves as liaison to board finance, audit, and investment committees
- Supervises the Finance Manager and administrative staff
- Attends board meetings and responds to questions regarding financial aspects of the museum's activities

Finance

- Responsible for financial operations of the organization
- Maintains accounting system and related accounts (MAS90)
- Develops annual budget with the Executive Director and department directors
- Tracks budget throughout the fiscal year; including specific budgets for programs, exhibits, special projects, etc.

- Prepares timely and accurate monthly financial statements for board reporting (Balance Sheet, Statement Revenue & Expenses, Statement of Cash Flows, etc.)
- Reconciles bank accounts and investment statements on a monthly basis
- Records transactions, journal entries, prepaids, etc. in MAS90
- Tracks accounts payable and accounts receivable
- Manages payroll
- Manages cash flow including short-term investments
- Manages investments and develops investment goals
- Assists the Executive Director and staff with grant proposal budgets
- Develops and recommends accounting and budgeting policies and procedures
- Ensures the maintenance of effective internal controls to safeguard assets and assure reliability of financial statements
- Prepares for and manages annual audit process (including preparation of IRS 990)
- Maintains consultant and service provider contract files
- Manages banking relationships
- Prepares tax filings for the State of Nebraska

Human Resources

- Manages benefits program including health and life insurance (enrollments, terminations, renewal of policies)
- Manages 401K plan including employee enrollment, payment, and reporting
- Manages recruitment process for staff positions and “new hire” documentation
- Tracks timesheets, leave accruals, and charging of time to accounts
- Drafts/updates personnel policies and communicates information to museum staff

Administration

- Negotiates equipment leases and purchases
- Responsible for all items related to the negotiation and renewal of the museum’s insurance policies
- Maintains good working relationships with vendors, banks, insurance brokers, investment brokers, and outside auditors

Technology

- Manages external IT firm
- Manages acquisition of new computers, software, etc.
- Manages internet provider relationship, etc.

Competencies

- Expert in MAS90
- Expert in Microsoft Excel, Word, and related applications
- Knowledge of and experience in non-profit accounting practices
- Strong administrative and organizational skills
- Knowledge of servers, email systems, office equipment, etc.
- Sufficient knowledge of information technology issues and solutions to identify needs, evaluate options, and manage external IT firm

Experience

- Seven to ten years previous bookkeeping/accounting/operations experience

Education

- Bachelor's Degree in relevant field required

Communication and Interpersonal Skills

- Excellent writing and communication skills are required. Strong interpersonal skills; discretion, diplomacy, and judgment are a must.

Other

- Strong teamwork ethic; positive, proactive, flexible attitude; and the ability to take complete ownership of responsibilities
- Ability to work under pressure and time constraints as well as handle a number of tasks simultaneously

About The Durham Museum

Housed in Omaha's historic Union Station, The Durham Museum serves as one of the region's premier education centers and family destinations. In 2010, more than 152,000 visitors experienced The Durham Museum, including tens of thousands of students and teachers served by the museum's education department through tours, events, and outreach programs. The museum's exhibitions and education programs explore a wide range of subjects, regional and national, in the fields of history, culture, science, and industry. Key to the museum's strong emphasis on education is the distance learning program, which links museum visitors, schools, and other venues throughout the region with curriculum developed by our team and our partners nationwide.

The organization was founded in 1974 as the Western Heritage Museum. In 1995, Union Station was renovated as part of a \$25 million capital campaign, and in 1997 the museum was renamed in honor of Charles and Margre Durham. In 2002, the museum became an affiliate of the Smithsonian Institution and has since built relationships with the Library of Congress, National Archives, Chicago's Field Museum, and other renowned educational resources. In 2007, the museum completed a \$1.5 million rejuvenation of its permanent exhibitions and opened the 266-seat Stanley and Dorothy Truhlsen Hall in the former 1899 boiler plant. Additional restorative work was completed in 2009 to preserve Union Station's art deco architecture as well as to guarantee the long-term viability and preservation of the facility and the collections housed within its walls.

Our Mission

The Durham Museum strives to provide relevant educational and entertaining opportunities within the region that exceed customer expectations.

Our Vision

The Durham Museum will serve as a recognized, premier resource for education and entertainment in our region. We will be the venue of choice in our market by providing a unique, engaging, and memorable experience professionally presented to every customer.

Visit www.durhammuseum.org to learn more about The Durham Museum.