



Chief Financial Officer

Reports to: Executive Director

Objective: The Chief Financial Officer (CFO) is responsible for the strategic oversight, integrity, and management of all financial operations of the Museum. The CFO ensures financial transparency, regulatory compliance, and long-term institutional sustainability. Serving as the primary financial advisor to the Executive Director and Board of Trustees, the CFO oversees budgeting, forecasting, financial reporting, audit and tax compliance, investment oversight, internal controls, and accounting operations. The CFO supervises the Accounting Manager and serves as staff liaison to the Finance Committee and external financial partners.

Position Duties and Responsibilities:

- Serves as staff liaison to the Finance Committee and Investment Committee, working closely with the Board Treasurer to coordinate meetings, prepare agendas, and present financial materials.
- Leads the development and oversight of the annual operating and capital budgets in collaboration with department heads and the Executive Director.
- Prepares and presents monthly and annual financial statements, forecasts, budget-to-actual analyses, and year-end projections to the Board of Trustees and leadership.
- Oversees investment accounts, endowment distributions, and reserve funds; monitors performance and coordinates with investment advisors.
- Ensures accurate month-end and year-end close processes, including general ledger entries, bank and investment reconciliations, and financial reporting.
- Oversees management of temporarily restricted funds, capital reserves, pledges receivable, and asset capitalization.
- Leads annual audit preparation and coordination with external auditors and tax professionals; ensures compliance with nonprofit accounting standards (GAAP), federal and state regulations, and oversees completion of IRS Form 990, 990-T, 5500, and related filings.
- Supervises and evaluates the Accounting Manager; provides cross-training and ensures continuity of financial operations.
- Oversees payroll projections, retirement plan contributions, and benefit-related financial reporting in coordination with leadership.
- Partners with development, retail, and events teams to ensure accurate reconciliation of contributions, earned revenue, inventory, and event-related financial activity.
- Provides financial analysis to support grant reporting, strategic planning, multi-year forecasting, and institutional decision-making.
- Maintains and strengthens internal financial controls, policies, and procedures.
- Participates in leadership meetings, institutional planning initiatives, and cross-departmental collaboration.
- Other duties as assigned by the Executive Director.

Commitment to the Mission, Vision, and Values of the National Museum of Wildlife Art (NMWA):

Mission:

Impart knowledge and generate wonder through art and education.

Vision:

Inspire connections with wildlife and nature.

Values:

Integrity, Excellence, Collaboration, Transparency, Accountability, Financial Responsibility

Qualifications:

- Minimum of 5–7 years of progressive financial leadership experience, with at least 3–5 years in a senior finance role (Controller, Director of Finance, or CFO).
- Demonstrated experience in nonprofit financial management, budgeting, forecasting, multi-year modeling, cash flow, functional expenses, and bank and investment reconciliations.
- Proven experience preparing and presenting financial reports to Boards of Directors and Finance Committees in a clear, accessible way.
- Knowledge and use of unrestricted, temporarily restricted, and permanently restricted funds.
- Experience with preparation and oversight of annual audits, coordinating with external auditors, and managing compliance filings (e.g., Form 990 and related filings); with knowledge of nonprofit accounting standards (GAAP).
- Demonstrated ability to establish and maintain strong internal controls, policies, and financial procedures.
- Experience managing and developing finance staff; ability to coach, cross-train, and build sustainable workflows.
- High level of integrity, discretion, and professional judgment.
- Advanced proficiency in accounting systems, financial reporting tools, and spreadsheets (e.g., Excel or Google Sheets). Experience with Blackbaud Financial Edge NXT or other fund accounting software is a plus.

Preferred Qualifications:

- CPA, MBA, or other relevant professional credentials.
- Experience working with investment advisors, endowments, and reserve funds.
- Background in organizations with multiple revenue streams (grants, donations, retail, events, earned revenue).
- Experience supporting grant compliance and reporting.
- Familiarity with payroll, benefits accounting, 403(b) retirement plans and their 5500 tax reporting.
- Prior experience in organizations with capital projects or asset capitalization.
- Experience partnering closely with development or advancement teams.

Benefits:

- Exempt, full-time salaried position
- Full time NMWA benefits for full-time employee
 - Housing and Transportation Stipend

- Medical, Dental, and Vision coverage
- Life Insurance
- 403(b) Retirement Plan Contribution
- 20 PTO days
- 11 Paid Holidays

Physical Requirements:

- Ability to sit and work at a computer for extended periods
- Ability to use a computer and phone for extended periods
- Ability to lift up to 15 pounds
- Ability to move throughout the facility as needed