

# MINGEI INTERNATIONAL MUSEUM

## POSITION TITLE: **CHIEF FINANCIAL OFFICER**

Full-time, exempt

REPORTS TO: Museum Director

GENERAL: A member of the Museum's senior management team responsible for the overall business and finance (60%), personnel (20%), information technology (10%) and facility operations & maintenance (10%) functions of the organization.

## PRIMARY RESPONSIBILITIES:

### Business & Finance

Oversee management of the Museum's cash flow, investment and operating funds.  
Lead annual budget process; oversee and consistently monitor operating budget.  
Manage all Museum financial activities, including accounts payable, accounts receivable, cash receipts, taxes, payroll, insurance, general ledger, bank reconciliations and audit.  
Participate actively on Finance, Investment and Audit Committees; provide guidance on all matters pertaining to Museum finances, making recommendations for improvements and best practices regarding financial policies and procedures.  
Lead the long-range business planning process and make recommendations for the future financial well-being of the Museum.  
Ensure maintenance of effective internal controls to assure safeguarding of assets and reliability of financial statements.  
Design and implement management information systems to provide timely financial reports, as requested, and at month-end to Treasurer and/or Director.  
Handle all government reporting and compliance issues.  
Supervise employees and/or consultants hired to support the business office.  
Supervise the manager of the Museum's retail store (The Collectors' Gallery).

### Personnel

Serve as Museum's H.R. officer, responsible for all policies and procedures related to personnel matters, including recommendations for outside support if needed.  
Maintain and oversee all employee personnel records and benefits' status.  
Stay informed of all current H.R./personnel regulations, attending training sessions as appropriate.  
Lead employee information sessions as needed.  
Ensure an annual performance review process.  
Research and recommend best practices in all areas related to personnel.

### Information Technology

Oversee purchase, installation and maintenance of the Museum's computer network, Point-of-Sales and audio visual systems, including staff and/or outside service representatives engaged to perform necessary work.

### Facility Management

Oversee all building maintenance issues for both Museum locations, including staff and/or outside service representatives engaged to perform necessary work.

Supervise the Museum's Director of Security, including his management of facilities' issues.

### QUALIFICATIONS:

Solid finance, accounting and general business management background, including QuickBooks, Microsoft Office products (Word, Excel, Access, SQL)

Minimum 5 years of progressive management, financial/accounting and related experience

Nonprofit experience highly desirable

Personnel/HR and/or IT experience highly desirable

Point-of-Sale and Time-Keeping software experience helpful

Strong organizational, planning and project management skills

Strong oral and written communications skills

Experience in staff supervision

Flexibility, tact, diplomacy and ability to interact well with Museum staff, members, volunteers, visitors and the public

Ability to plan, problem-solve and to work independently and also collaboratively

Commitment to Museum mission and goals

Some evening and weekend hours required

EDUCATION: College degree; degree in related field helpful

SALARY: Commensurate with experience; standard nonprofit salary range

BENEFITS: Health care; standard vacation days and holidays

Send resumes to [jobs@mingei.org](mailto:jobs@mingei.org) (indicate CFO Position in subject line) or mail to:

HR Director  
Mingei International Museum  
1439 El Prado  
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