Position Title: Chief Financial Officer  
Department: The O’Keeffe Museum  
Location: The O’Keeffe Museum, Santa Fe, NM  
Hours: Full - Time – Temporarily remote due to COVID-19

Position Summary
The Georgia O’Keeffe museum is currently searching for a Chief Financial officer to oversee and direct all aspects of the financial operations for the Museum. Reporting directly to the Museum Director, the CFO provides accounting, budgetary, operational and programmatic support to all Museum programs and activities. This position directly oversees and supervises the financial/accounting staff and serves as an active member of the Leadership Management Team helping to develop and implement the Museum’s vision and mission.

Sample Job Duties/Responsibilities

Budget Development and Monitoring
- Establish a schedule for budget planning, coordinate budget preparation with all fiscal managers and with the Finance and Audit Committee, and prepare, with the Director, the Museum’s annual Operating and Capital budgets and both short and long-term forecasts.
- Establish a schedule for budget monitoring, departmental reporting, analysis of variances and recommending corrective action as necessary.

Financial Reporting
- Prepare and analyze monthly financial reports to ensure compliance with GAAP and the guidelines established by the Finance Committee.
- Establish and maintain accounting controls over Museum’s restricted and unrestricted funds, ensuring compliance with GAAP.
- Create and maintain financial policies and procedures manual to ensure organization-wide compliance with all accounting laws, professional standards and best practices.
- Serve as ex-officio member of the Finance Committee, and provide regular reports to the Finance Committee and the Board of Trustees.
- Serves as ex-officio member of the Investment Committee and a liaison with investment consultants. Provides regular reports to the Investment Committee and the Board of Trustees.

Tax and Audit Completion
- Manage preparation of tax returns and related reports to ensure compliance with government requirements.
- Establish appropriate internal checks and balances to prevent fraud and abuse, and safeguard Museum assets, and perform internal audits of purchase orders, payroll, payables and receivables to ensure compliance with established procedures.
- Prepare for annual audit and other audit activities, including serving as liaison with external auditors.

Day-to-Day Operations
- Forecast requirements, direct cash flows and maintain appropriate level of liquidity to ensure continuity of operations.
- Manage relationships with banks, auditors and contracts with outside vendors/agencies, including negotiations of terms and conditions, costs/premiums and coverage.
- Working with Director of Museum Advancement, establish and monitor retail sales profitability, prepared income and loss statements and comparison reports on items sold in Museum Shop and oversees physical inventory.
• Oversee internal financial and accounting processes related to efficient functioning of Museum.
• Provide guidance and supervision to personnel to ensure effective performance and accomplishment of department goals.
• Manage the Museum’s liability insurance package, including ongoing risk analysis.

**Organizational Leadership**
• Provide support and guidance to all departments related to any financial activities, procedures and/or processes.

**Ad Hoc**
• Perform additional duties, both assigned and implied, consistent with the employee’s background and training, and which are of value to the Museum.

**Background and Qualifications**
• A minimum of eight years of accounting/finance experience, including five years of department supervision/management.
• BA Accounting, Finance or comparable field required, MBA and/or CPA strongly preferred

**Skills and Abilities**
• Experience working with non-profits and Board of Directors strongly preferred.
• Ability to develop and manage complex budgets
• Knowledge of GAAP and non-profit accounting, specifically pronouncements of FASB related to non-profit organizations
• Facility with accounting applications and spreadsheet software essential.
• Ability to operate effectively in both independently and in collaborative team environments. Experience with the Financial Edge G/L software a plus.

**Benefits**
This position is eligible for Full Time Benefits in accordance with Museum policies. Benefit include: Medical, Dental, Vision, Life Insurance, Short Term and Long-Term Disability, 403(B) with company match, Employee Assistance Program, Tuition Reimbursement.

To be considered, please send your resume to: Jobs@okeeffemuseum.org

The Georgia O'Keeffe Museum is an equal-opportunity employer and considers all candidates for employment based on such factors as knowledge, education, skill, experience, the ability to perform required activities and availability, and without regard to race, religion, color, sex, sexual orientation, age, ancestry, citizenship, national origin, disability or any other legally protected status.