Chief Financial Officer

The National Liberty Museum in historic Philadelphia seeks a smart person to join our leadership team. CFO candidates must have non-profit financial management experience and preferably some experience with Blackbaud software. We offer a positive, exciting work environment with good benefits and competitive salary.

Position Summary

The Chief Financial Officer (CFO) serves as an integral member of the Executive Leadership Team. This position is responsible for the financial strategy of the organization and oversight of all accounting, finance, and risk management activities. The CFO is also singularly responsible for the organization's human resources function (including payroll and benefits administration). The CFO also serves as the primary management liaison to the Finance and Audit Committee and Investment Committee of the organization's Board of Trustees.

Specific Responsibilities

1.) Provide the Chief Executive Officer (CEO), Finance and Audit Committee and Board of Trustees with advice and insights into the financial implications of proposed business activities.

2.) Assist the CEO with high-level decisions about strategy, policies and personnel by providing CEO with actionable information relevant to each of these areas.

3.) Ensure that NLM’s monthly accounting close is completed on a timely basis and that its monthly financial statements are accurate.

4.) On an annual basis, ensure that NLM’s audited financial statements are completed in a timely manner and that an unqualified opinion on such statements is issued by the organization’s independent auditing firm. Ensure that NLM’s annual tax return is accurately prepared and timely filed with IRS.

5.) On an annual basis, prepare NLM’s operating budget for the coming year and obtain all requisite approvals to implement such budget from the CEO, Finance and Audit Committee and Board of Trustees.

6.) On a quarterly basis, prepare financial forecasts for the current year and compare those forecasts with previously budgeted amounts. Provide analysis of any significant variances to CEO, Finance and Audit Committee and Board of Trustees.

7.) On a daily basis, assist NLM’s COO and bookkeeper as necessary, in financial operations, including cash management, accounts receivable and accounts payable activities.
8.) Serve as NLM’s primary point of contact with the organization’s bank, investment advisor, insurance broker and outside compliance firm, ensuring that all such relationships are functioning as expected, with effective and timely communication among the parties.

9.) Supervise NLM’s bookkeeper, ensuring that such individual performs assigned duties and responsibilities, as directed.

**Professional Standards**

1.) Serves as the finance representative of NLM’s, as requested by the CEO, in appropriate presentations to potential funders.

2.) Maintains a professional demeanor in dress and behavior, treats people with respect and dignity, maintains all donor and prospect information in the strictest confidence.

**Personal Traits**

- The successful candidate must exemplify the following characteristics:
- A deep commitment to the Mission of NLM
- The ability to effectively build and maintain relationships with donors.
- An outcome-oriented and strategic thinker with a strong work ethic for high quality performance and attention to detail.
- Able to work collaboratively as a member of a team, bringing Board, Committees and staff together into a singular focused effort toward the achievement of financial goals.
- The CFO will represent NLM in the community and must reflect the Mission and Values of the organization and present the highest standards of professionalism in behavior and demeanor.

**Key Qualifications**

- Bachelor’s degree in business, accounting, finance or related field required; Master’s degree preferred. CPA license required.
- Minimum of 7 years of progressively responsible experience in senior management working in an accounting or finance role for a not-for-profit organization.
- Exceptional written, oral interpersonal and presentation skills.
- Self-reliant with exceptional problem-solving abilities.
- Team player with ability to multitask.
- Excellent business judgment and acumen, effective negotiator.
- Proficiency in Microsoft Office (Excel, Word and PowerPoint).

**Application Instructions**

Interested applicants should submit a cover letter, resume and salary requirements to jobs@libertymuseum.org with the subject line "NLM: Chief Financial Officer."