NATIONAL LIBERTY MUSEUM

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Chief Financial Officer

Description:

The National Liberty Museum in historic Philadelphia is seeking a Chief Financial Officer to join our leadership team. We offer a positive, exciting work environment with good benefits and competitive salary.
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 also serves as the primary management liaison to the Finance and Audit Committee and Investment Committee of the organization's Board of Trustees.

Reports to:

CEO

Duties & Responsibilities:

- 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.
- Assist the CEO with high-level decisions about strategy, policies, and personnel by providing CEO with actionable information relevant to each of these areas.
- Ensure that NLM's monthly accounting close is completed on a timely basis and that its monthly financial statements are accurate.
- 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.
- Oversee NLM's operating budget process, strategy, and execution
- Analyze operating results in comparison to approved Budgets and Forecasts
- Present the results of operations, analysis of any significant variances, and cash flow forecasts to CEO, Finance and Audit Committee, Board of Trustees, and/or potential NLM Donors
- Direct NLM's financial operations and activities of the outside accounting firm and internal staff, including cash management, accounts receivable and accounts payable activities.
- 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.

Personal Traits:

The successful candidate must exemplify the following characteristics:

- Maintains a professional demeanor in dress and behavior and treats people with respect and dignity.
- Ability to effectively build and maintain relationships across the organization and its community, including the Board of Trustees and Donors.
- Outcome-oriented and strategic thinker with a strong work ethic for high quality performance and attention to detail.
- Desire to mentor and build business acumen throughout the NLM.

Qualifications:

- Bachelor's degree in, accounting, finance or related field required; Master's degree and/or CPA license preferred.
- Minimum of 7 years of progressively responsible experience, including senior roles directing the accounting or finance functions for a not-for-profit organization.
- Strong understanding of accounting and related IT software and controls, including not-for-profit Customer Relationship Management software knowledge.
- 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).
- A deep commitment to the Mission of NLM.

Physical Demands:

The work environment and physical demands and characteristics are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions:

- Physical Demands: Requires some physical activity including sitting/standing, limited lifting and carrying (up to 50 lbs.), up/downstairs
- Work Environment: Work is typically performed in an indoor environment, in museum offices or on museum floor
- Equipment: General office equipment, projector, Smart Board, two-way radio

Work Environment/ Office Culture:

We are proud of our Museum family and work each day to create an atmosphere where everyone can contribute their ideas, energy, and enthusiasm for the important services we provide to the public. We emphasize working together as a team which is cooperative and supportive of each other, with open communication always.

Our management team is committed to providing an atmosphere of trust and open communication and to listen to and answer any staff questions or concerns. We believe in giving each staff person opportunities to grow and will always promote from within and where possible.

To Apply:

The National Liberty Museum is an Equal Opportunity Employer seeking a diverse workforce.

We are now interviewing and will continue to do so until we find the ideal candidate. Interested applicants are asked to please forward your **1) resume**, and **2) cover letter** for immediate consideration to jobs@libertymuseum.org.

We regret we may not be able to respond to all applications. **No phone calls, please.**