



## **CHIEF FINANCIAL OFFICER-FT**

### **POSITION SUMMARY**

**The Witte Museum, a history and science museum along the San Antonio River, has a dynamic team and community based environment. The Witte Museum has 500,000 annual visitors and is a family focused museum.**

The Chief Financial Officer (CFO) of the Witte Museum is responsible for sustaining the financial stability and growth of the top tier museum, specifically the ongoing development and monitoring of control systems designed to preserve and forecast for the Museum assets, including all properties, and report accurate financial results, financial analysis, forecasting, budget development, and cash flow projections. The CFO will also be responsible for reviewing contracts for outside services, including construction, leases and property management while maintaining relationships with financial institutions regarding lines of credit and loans. The CFO will also develop an ongoing five year Business Plan. The CFO works closely with the President and CEO, Chief Administrative Officer and other team members of the Witte Museum.

### **RESPONSIBILITIES:**

- Oversees the Finance Department
- Plan, develop, organize, implement, direct and evaluate the Museum's fiscal performance and function
- Ensures compliance with applicable accounting procedures and standards in accordance with Generally Accepted Accounting Principles (GAAP) and the Financial Accounting Standards Board (FASB)
- Assist in the development and implementation of strategic planning
- Coordinate the development and monitoring of budgets for operations and capital projects
- Create budget forecasts and metrics, and monitor cash flow
- Ensure timely and accurate financial reports, accurate analysis of budgets and financial impacts to the President and CEO, Board of Trustees and Senior Management Team
- Reviews the monthly interim financial statements
- Oversees, reviews and approves the preparation of the annual audited financial statements and Federal tax returns
- Review contracts for outside services, including government construction, leases and property management
- Understand key elements to Museum's risk profile and ensure appropriate measures to mitigate risks and insurance coverage are maintained
- Maintain relationships with financial institutions, regarding line of credit and loans
- Supports and assists the President and CEO and Board of Trustees in gaining the support and acceptance of contributors, public funding programs and staff
- Develops ongoing 5-year Business Plan
- Performs other planning and financial duties as assigned by the President and CEO

### **EDUCATION:**

- Required: Bachelor Degree in Finance, Accounting, or applicable field
- Required: CPA

### **EXPERIENCE AND SKILLS:**

- Experience in public accounting
- Experience in non-profit accounting
- Experience in a senior financial management role, preferably in a non-profit organization
- Excellent planning, organizational, and time management skills
- Excellent oral and written communication skills
- Ability to effectively interact with Trustees, management, contributors, and staff

### **PHYSICAL REQUIREMENTS:**

- Ability to lift 30 lbs.
- Must be able to work for long periods of time while seated

The Witte Museum is an equal opportunity employer.

Closing date: Open until filled

Résumé and Cover Letter may be emailed to: [humanresources@wittemuseum.org](mailto:humanresources@wittemuseum.org)