

Job Description

CHIEF FINANCIAL OFFICER

Reports To: President/CEO

The DuSable Museum of African American History located in the historic Hyde Park area of Chicago at 740 East 56th Place (57th Street and South Cottage Grove Avenue) in Washington Park unites art, history and culture. Founded in 1961 by teacher and art historian Dr. Margaret Burroughs and other leading Chicago citizens, the DuSable Museum is one of the few independent institutions of its kind in the United States. The Museum was developed to preserve and interpret experiences and achievements of people of African descent. The Museum is dedicated to the collection, documentation, preservation and study of the history and culture of Africans and African Americans. The DuSable Museum is proud of its diverse holdings that number more than 15,000 pieces and include paintings, sculpture, print works and historical memorabilia. Special exhibitions, workshops and lectures are featured to highlight works by particular artists, historical events or collections on loan from individuals or institutions.

The Chief Financial Officer (CFO) provides both operational and programmatic support to the organization. The CFO supervises the finance department staff and is the chief financial spokesperson for the organization and will define the process and implement the infrastructure/systems needed to support substantial growth over the next five to 10 years. The CFO reports directly to the President/Chief Executive Officer (CEO) and directly assists the Chief Operating Officer (COO) on all strategic and tactical matters as they relate to budget management, cost benefit analysis, forecasting needs, securing of new funding and provide recommendations on internal affairs including contractual issues. The CFO will oversee all compliance and recognition for government (federal and state) contracts and private grants.

As a member of the senior management team, the CFO will be involved in strategic planning, evaluation, and professional development initiatives, as well as fiscal planning for The DuSable Museum of African American History's (DSM) capital expansion projects.

ESSENTIAL JOB FUNCTIONS (80%):

FINANCIAL MANAGEMENT

- Oversee the management and coordination of all fiscal reporting activities for the organization including: organizational revenue/expense and balance sheet reports, reports to funding agencies, development and monitoring of organizational and contract/grant budgets.
- Work with the President/CEO on the strategic vision including fostering and cultivating stakeholder relationships on city, state, and national levels, as well as assisting in the development and negotiation of contracts.
- Participate in developing new business, specifically: assist the President/CEO and Development Director in identifying new funding opportunities, the drafting of prospective programmatic budgets, and determining cost effectiveness of prospective service delivery.
- Interface daily with the development team for financial and accounting matters, especially tracking of funds and grants management assistance, and to assist in providing financial data and information as required for grant applications.
- Assess the benefits of all prospective contracts and advise the Executive Team on programmatic design and implementation matters.

- Ensure adequate controls are installed and that substantiating documentation is approved and available such that all purchases may pass independent and governmental audits.
 - Provide the President/CEO with an operating budget. Work with the President/ CEO to ensure programmatic success through cost analysis support, and compliance with all contractual and programmatic requirements. This includes: 1) interpreting legislative and programmatic rules and regulations to ensure compliance with all federal, state, local and contractual guidelines, 2) ensuring that all government regulations and requirements are disseminated to appropriate personnel, and 3) monitoring compliance.
 - Oversee all purchasing and payroll activity for staff and participants.
 - Develop and maintain systems of internal controls to safeguard financial assets of the organization and oversee federal awards and programs. Oversee the coordination and activities of independent auditors ensuring all A-133 audit issues are resolved, and all 403(b) compliance issues are met, and the preparation of the annual financial statements is in accordance with U.S. GAAP and federal, state and other required supplementary schedules and information.
 - Attend Board and Subcommittee meetings; including being the lead staff on the Audit/Finance Committee.
 - Liaison to the Treasurer, and chairs of finance and audit committees.
 - Experience in nonprofit finance preferred.
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- Audit and Risk management responsibility
 - Monitor banking activities of the organization.
 - Ensure adequate cash flow to meet the organization's needs.
 - Serve as one of the trustees and oversee administration and financial reporting of the organization's Savings and Retirement Plan.
 - Investigate cost-effective benefit plans and other fringe benefits which the organization may offer employees and potential employees with the goal of attracting and retaining qualified individuals.
 - Assist in performing all tasks necessary to achieve the organization's mission and help execute staff succession and growth plans.
 - Assist in the design, implementation, and timely calculations of wage incentives, commissions, and salaries for the staff.
 - Oversee Accounts Payable and Accounts Receivable and ensure a disaster recovery plan is in place.
 - Oversee business insurance plans and health care coverage analysis.
 - Oversee the maintenance of the inventory of all fixed assets, including assets purchased with government funds (computers, etc.) assuring all are in accordance with federal regulations.

ADDITIONAL JOB FUNCTIONS (20%):

ADMINISTRATIVE MANAGEMENT

- Oversee the production of monthly reports including reconciliations with funders and pension plan requirements, as well as financial statements and cash flow projections for use by Executive management, as well as the Audit/Finance Committee and Board of Trustees.
- Manage Finance, IT and HR Department staff.

QUALIFICATIONS AND SKILLS

Required experience and education:

- Master's degree preferred in finance, accounting or Business Management (CPA or Certified Management Accountant preferred).
- 7 to 10 years of progressive financial management with the day-to-day financial operations of organizations of at least 50 employees.
- Bachelor's degree required in finance, accounting, management or related field or 10-15 years of related experience.
- Knowledge of GAAP

Superior skills required in the following areas:

- Business acumen
- Ethical conduct
- Leadership and influence management
- Analytical abilities
- Problem solving
- Strategic aptitude

HOW TO APPLY:

Please email resume, cover letter, references and salary requirements (current or most recent salary acceptable) to Leticia Ransom at lransom@dusablemuseum.org, with "**CHIEF FINANCIAL OFFICER**" as the subject.

We will contact only those candidates whose professional experience meets our requirements.
NO PHONE CALLS PLEASE.

The DuSable Museum of African American History is an equal opportunity employer. Applicants from diverse cultural backgrounds are encouraged to apply.