

Vice President of Finance

The mission of DISCOVERY Children's Museum is to foster a welcoming, vibrant, and inclusive environment where all are invited to engage in playful and educational experiences that ignite a lifelong love of learning. The Museum offers visitors extraordinary learning experiences and enhanced school, public and extended programs and is a family-oriented and an energetic educational destination.

Position Description:

The Vice President of Finance provides leadership for and oversight of the Finance and Accounting Department. The VP Finance is responsible for ensuring that the Museum is in compliance with all federal, state and local financial laws and regulations. The role also executes tactical plans to safeguard Museum assets, oversee risk management, create internal controls, prepare and report the museum's attendance, financial condition and audited reports.

Supervisor/Manager: President/CEO

Direct Reports: two (Controller and Finance Intern)

Please submit your application online at <https://www.discoverykidslv.org/employment>

Job Responsibilities:

- Responsible for the leadership of the Finance and Accounting Department
 - Provides business strategy and support to the CEO and Senior Leadership Team and assists department managers in the development, implementation and monitoring of the Museum's operating budget
 - Develops and reports metrics necessary for Senior Team to monitor and achieve the strategic goals of the Museum.
 - Identifies industry trends and new business opportunities that align with and support the Museum's strategic plan.
 - Prepares audit schedules and assists outside auditors as needed in accordance with generally accepted accounting principles (GAAP).
 - Ensures the Museum's compliance with all federal, state and local financial laws and regulations.
 - Serves as the Museum's point of contact on all aspects of the accounting shared services support operations.
 - Monitors Museum's financial assets to safeguard and verify balances.
 - Oversees insurance coverage, tracks loss runs, and makes recommendations to minimize risk.
 - Meets with the Finance Committee regularly to review and manage the budget, investment portfolio, and other financial affairs of the Museum.
 - Maintains historic accounting records.
 - Assist with structuring deals, agreements and contracts; providing financial models and analytics to vet opportunities.

- Responsible for timely and accurate preparation of the Museum's financial reports and accounting information.
 - Serves as a liaison to the Board Finance Committee and prepares reports to the Committee, Senior Team and managers as needed.
 - Oversees payroll, reviews and verifies quarterly and annual payroll reports and ensures submission on a timely basis. Prepares other payroll related governmental reports as needed and month-end

journal entries.

- Ensures deposits are made timely and verifies accuracy. Reports discrepancies to the appropriate manager.
 - Reconciles bank accounts and cash reports monthly. Communicates and makes recommendations to the CEO regarding transfer of funds.
 - Maintains accounting records for restricted and unrestricted gifts and grants.
 - Oversees accounts receivables, receipts and accounts payables.
 - Prepares invoices for accounts receivables. Assists with collections as needed. Communicates potential bad debt on a timely basis.
 - Prepares accounts payable for disbursement on a weekly basis with appropriate authorizations.
 - Oversees employee benefit plans and provides recommendations for enhancements.
 - Manages the control environment to ensure it encompasses such things as accounting policies, asset protection and cash handling policies, regulatory and non-profit operations and identifies weaknesses in internal controls and suggests strategies for solutions.
- Maintains a high level of professionalism in performing assigned duties and responsibilities.
 - Adheres to the strictest ethical principles in all business dealings;
 - Establishes and adjusts priorities to maintain efficient workflow;
 - Maintains confidentiality of employee, donor, prospect, vendor/supplier and other corporate records;
 - Stays current in laws and regulations related to generally accepted accounting standards, as they apply to nonprofit organizations.

Qualifications:

- Bachelor's degree in accounting, finance or business administration and at least five years of senior-level finance and/or accounting work experience. CPA preferred.
- Strong oral and written communication skills.
- Proficiency with Microsoft Office applications: Word, Excel, PowerPoint, Outlook. Strong knowledge of accounting software.
- Strong organizational skills, planning skills, and initiative.
- Must possess demonstrated ability to:
 - exercise good judgement and to be self-directed,
 - handle fast-paced environment with distractions in a friendly and professional manner,
 - manage multiple projects to a successful conclusion,
 - define problems, collect and interpret data, establish facts considering multiple variables and draw valid conclusions,
 - maintain effective working relationship with staff members and general public,
 - work flexible schedule which may include assignments outside of established office hours, such as weekends and/or holidays, and
 - work independently as required.
- Advanced aptitude of contracting and procurement practices, business law, finance and accounting principles.