



**Title:** Finance Manager  
**Report to:** Director of finance and administration  
**Status:** Full-time Exempt

El Museo del Barrio, New York's leading Latino cultural institution, welcomes visitors of all backgrounds to discover the artistic and cultural landscape of the Caribbean and Latin America. The richness of Latino cultures is represented in El Museo's wide-ranging collections and exhibitions, complemented by performing arts events, cultural celebrations, and educational programs. A dynamic artistic, cultural, and community gathering space, El Museo is a center of cultural pride on New York's Museum Mile.

#### **SCOPE AND PURPOSE OF ROLE:**

Reporting to the Director of Finance and overseeing the finance support team, the Finance Manager will oversee the financial operations, to develop and implement strategies and plans to ensure the effective workflow of the Finance Department. The Finance Manager under the supervision of the Director of Finance will provide leadership to the supporting staff and exhibit self-starter, teamwork, resourcefulness, and hands-on qualities.

#### **RESPONSIBILITIES:**

- Accounting:
  - Processing daily/monthly accounting transactions
  - Assigns coding and supervises entry of all cash receipts for the agency, applying receivables as needed.
  - Performs monthly bank reconciliations for all organization accounts.
  - Prepares journal entries.
  - Performs month-end close.
- Payroll:
  - Prepares payroll bi-weekly with support of HR dedicated staff.
  - Reviews and distributes payroll checks.
- Software Optimization:
  - Provides training to support staff on accounting software; troubleshoots software challenges with software provider.
- Financial Communications:
  - Liaisons with Directors and Bookkeepers as needed.
- Grants Compliance:
  - Under supervision, ensures compliance with fiscal and programmatic reporting.
  - Works with management to prepare all materials for new and renewed contracts.



- Assists in preparing reporting documents to private and government funders, ensuring timely submission of all vouchers and related reports.
  - Works with Development and Program to ensure that fiscal requirements for grants and contracts are identified, realized, and monitored.
  - Provides guidance to the Development staff in the preparation of periodic reports to funding sources.
  - Assists Business Manager with tracking of restricted grants, including allocating expenses, month-end quality control of grant budgets, and recognizing revenue.
- Closing Process:
  - Assigns coding and supervises entry of all cash receipts for the agency, applying to government contract receivables, as appropriate.
  - Performs monthly bank reconciliations for all organization accounts. Resolves all reconciling items.
  - Prepares investment account analysis and reconciliations.
  - Executes month-end closing schedule.
  - Prepares journal entries.
  - Performs month-end account analysis, as requested
  - Integrates accounting software, tracking the budget and actual results achieved, to provide timely financial reports.
- Allocations:
  - Allocates all expenses to the appropriate programs and grants based on the established cost allocation methodology.
- Budget:
  - Liaises with senior management and Development in the quarterly review of the programs' operating results and incorporates their involvement in the periodic preparation of necessary budget modifications for each contract.
  - Inputs approved budget into the accounting system.
  - Accumulates and prepares budget information as needed.
  - Assists program staff with budget management; answers questions regarding budget variances, payment status, unspent funds, as well as regarding employee benefits, leave time.
- Audit:
  - Supports audit requests by governmental funding agencies.
  - Assists with requests during the organization's annual financial audit, as well as audits of governmental agencies.
  - Works closely with auditors on completion of the annual agency-wide audit
  - Prepares supporting schedules as necessary.
- Policies and Procedures:
  - Formulates, recommends, and implements sound fiscal policies, procedures and controls.
  - Ensures adherence to internal fiscal quality control systems throughout the agency (an internal audit, efficiency role)



- Management of Financial staff:
  - Supervises fiscal support staff.

## **QUALIFICATIONS:**

- Strong interpersonal skills with the ability to communicate effectively orally and in writing and provide courteous service to co-workers, volunteers, and the public in a professional businesslike manner.
- Able to deal with diverse individuals, solve problems in a positive manner, and communicate information in an engaging manner. Must be able to grasp situations, have good judgment and be able to seek good advice to make necessary decisions.
- Ability to prioritize and multitask and follow-through reliably on assigned projects. Must be able to work with relatively high levels of background noise at times and with frequent interruptions.
- Extremely dependable with the ability to handle confidential information with a professional attitude.
- Always demonstrate commitment and flexibility to ensure high quality service.
- Willingness to learn and apply new skills.
- Computer literate, Internet savvy, and experience using Microsoft Windows and Microsoft Office products - Word, Excel, and Outlook.
- Knowledge of Bill.com and Intacct operating systems, preferred.
- BA Degree, plus 4 years professional experience minimum; bookkeeping, human resources, and not-for-profit experience a plus.

**Salary Range: \$75K- \$85K**

## **Application Instructions**

Please send a cover letter and resume via email to [jobs@elmuseo.org](mailto:jobs@elmuseo.org), with Finance Manager in the subject line. No phone calls, please.

*El Museo values diversity in backgrounds and in experiences. El Museo's commitment to a diverse workforce has been a key to our success. In accordance with that commitment, El Museo provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, sexual orientation, national origin, age, disability, predisposing genetic information, gender identity and/or expression, military, or veteran status in accordance with applicable federal, state and/or local laws. This policy applies to all terms and conditions of employment, including but not limited to, hiring, placement, promotion, termination, transfer, leaves of absence, compensation, and training.*

