NEW BRITAIN MUSEUM OF AMERICAN ART
56 LEXINGTON STREET
NEW BRITAIN, CONNECTICUT 06052-1412

JOB DESCRIPTION

POSITION: Finance Manager May, 2017
REPORTS TO: Director of Finance

JOB DESCRIPTION:

The Finance Manager is responsible for the daily recording of all cash receipts and disbursements into the general ledger system; supervision of subordinates and volunteers as needed; administration of personnel files and new employee orientation; management of office equipment and supplies. The work requires cooperation and communication with all departments within the museum to insure proper accounting of all financial transactions into the general ledger.

QUALIFICATIONS:

- A Bachelor's in Science degree in business or accounting or equivalent experience.
- At least three years of experience in a financial position, non-profit preferred.
- Must have knowledge of non-profit accounting and personnel.
- Proficient in Microsoft Office and Abila MIP. Experience with Altru and Retail Management System (RMS) is helpful.

RESPONSIBILITIES:

I. **Finance**

- Accounts Payable
  Responsible for processing Accounts Payable invoices, including scheduling invoices for payment, vendor maintenance, review of account coding, reconciling vendor statements to open and/or paid invoices, coordinating appropriate approvals before invoices are paid, mailing payment checks, orderly filing of paid bills, review vendor database for 1099 information, file paid checks in numerical order

- Cash/Accounts Receivable
  - Responsible for processing cash sales by preparing and making daily deposits, reconciling to Altru and RMS programs, and entry into general ledger.
  - Responsible for generating billing for rights and reproduction fees, as well as the coordination of collection of these fees with the Collections Assistant. Obtain cash from bank for special events and reconcile cash after the event.
  - Oversee benefit auction checkouts for Gala and Wine & Food Events

- General Ledger
  Assist Director of Finance with month-end reconciliations and preparation for annual audit.

- Administrative
  - Responsible for the negotiation of all the office equipment lease and maintenance contracts.
  - Organize maintenance, repairs and service contracts for office equipment as necessary.
  - Responsible for coordinating office supply order, maintaining postage meter such as adding postage as needed or calling for service, coordinating maintenance on copiers.
  - Maintain relationships with bank tellers and vendors.
  - Supervise and train Finance subordinates and volunteers as needed.
  - Maintain Finance procedure manual.

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II. Personnel

- New employee orientation
- Administration of personnel files
- Preparation of payroll
- Track accrued employee vacation/sick time

III. Miscellaneous

- Backup liaison to IT consultant
- Complete all other tasks assigned by the Director of Finance

PHYSICAL DEMANDS:

- Physical mobility: sitting, standing, walking, lifting/carrying objects up to 30 pounds; manual dexterity to operate keyboard.
- Mental effort: reading, writing, analyzing, visualizing
- Sensory requirement: Ability to communicate and respond to staff, ability to communicate and respond both in person and over the phone to the general public.
- Able to work under stress

WORKING CONDITIONS:
Standard office environment, uniform temperature, conversational noise level