

Finance Manager

KID Museum seeks a finance manager (part time or full time) who can grow with the organization. Just celebrating its fourth anniversary, KID Museum is a creative learning space, dedicated to cultivating the next generation of innovators through high-impact, hands-on learning experiences that integrate science, technology, art, and culture.

KID serves 55,000 visitors annually in its current site at Davis Library through school group visits, after school programs, weekend workshops, and more. It is a first step toward the museum's vision of a larger, permanent home focused on empowering the next generation to invent the future with creativity and compassion.

The successful candidate will have at least 3 years of successful financial management experience in a nonprofit organization with a mix of funding sources. He/she will have a thorough understanding of nonprofit accounting and Generally Accepted Accounting Standards (GAAP), and demonstrated capacity using Quickbooks and other tools to fulfill the following functions:

Analysis and Budgeting

- Reviewing monthly financial statements
- Preparing monthly financial reports for staff
- Preparing annual budget and budget updates
- Preparing quarterly financial reports and cash flow forecasts
- Tracking income and expenses of grants and contracts
- Working with staff to prepare program and departmental budgets
- Using financial information to inform organization's strategy and growth

Accounting

- Reviewing and approving charges and payments
- Preparing invoices for grants and contracts
- Maintaining all records related to invoices, debit card payments, and bank reconciliations
- Maintaining agreement/contract files with vendors
- Allocate and code revenue in Quickbooks and process bank deposits

Auditing and Taxes

- Coordinating annual audit and serving as primary liaison and support to external auditor
- Working with outside auditors in preparing Form 990
- Assembling property tax returns, state and sales tax registrations and other required forms

Payroll

- Reviewing timesheets for accuracy and answering employee questions
- Maintaining employee pay records
- Performing annual worker's comp audit for insurance

To apply, please send a cover letter and resume to Scott Joftus (scott@kid-museum.org).