



KID Museum Finance Manager

About KID Museum

KID Museum is the region's pioneering experiential museum and educational makerspace. We empower the next generation with the skills to invent the future. Through hands-on programming for kids and youth (ages 4-14), we challenge young people to be active makers, who harness their creativity, curiosity and compassion to build a better world. We design and deliver programs across the full continuum of learning for kids in pre-k through middle school in partnership with educators and schools. Our onsite programs, community events, and live, virtual sessions encourage families to learn and explore together, engage kids in driving their own learning, and support educators in the classroom. We are deeply committed to diversity, equity, accessibility and inclusion, and consistently prioritize reaching underserved students of color with these transformative learning experiences that unlock opportunity for personal and economic growth.

Through deep, embedded learning partnerships with public and independent schools, we support students and teachers in developing new skills and the "mind of a maker." This philosophy embodies the mindset that we believe will be necessary for the next generation to successfully compete in an increasingly diverse, interconnected, and rapidly changing workforce, driven by technology.

We empower the next generation with the skills to invent the future, and the mindsets, habits, and skill-sets we teach are practical and powerful in everyday life. We are part of a growing movement to remake education for every young person, putting them in the driver's seat and trusting them to be agents of change. For more information, please visit www.kid-museum.org

Position Overview

KID Museum is seeking a **Finance Manager** to lead the day-to-day accounting operations, with functional responsibility for accounting, accounts payable and receivable, payroll, and grants administration. Responsibilities also include production of financial reports; proper maintenance of accounting records; accurate processing of financial transactions; and administration of a comprehensive set of controls and budgets designed to mitigate risk, and ensure that reported results comply with generally accepted accounting principles (GAAP) and adhere to grants management standards.

The successful candidate will have a Bachelor's degree, plus a minimum of 5 years experience managing the financial activities of an organization. They will have proven experience establishing or improving upon an organization's financial policies and procedures and will be responsible for ensuring legal and regulatory compliance of the financial functions. Additionally, the Finance Manager provides support to the Director of Finance and senior management, and is the primary interface with external parties on financial matters, including bank relations, customer invoices, project reporting and state and federal tax registration and reporting.

Essential Job Functions

Accounting & Banking:

- Maintain system of accounts and keep books and records on all transactions and assets.
- Manage, oversee, and process accounts payable, revenue and expense, fixed assets, cash, bank reconciliations, and allocations.
- Ensure that all financial transactions are processed accurately, in a timely manner, and in accordance with generally accepted accounting principles.
- Develop, implement, and maintain processes and controls that are current best practices related to transaction processing.
- Administer bi-weekly payroll; serve as primary point of contact for employee questions and payroll vendor.
- Lead all banking activities, including cash reconciliation, deposits and withdrawals, and line of credit.
- Perform month-end closing procedures and maintain an orderly accounting filing system.
- Maintain agreement/contract files with vendors with ongoing relationships to ensure compliance.
- Manage all insurance policies and certificates for the organization.

Analysis & Reporting:

- Prepare and analyze accurate monthly financial and management reports, including income statement, balance sheet, budget and variance, projections and forecast, and cash flow.
- Assist in the management of grants reporting, compliance, and reconciliation.
- Track all income and expenses of county and foundation grants as required.
- Coordinate the preparation of financial information for the annual report.
- Support funding proposals, including assisting with budgets and providing supporting documents.
- Partner with Development and Program teams to comply with funders' terms and conditions, monitor spending, request amendments, and plan spend-out.

Auditing & Taxes:

- Maintain all records related to invoices, debit card payments and bank reconciliations to serve as support for the 990 tax filing and annual audit.
- Assist in coordinating the preparation of the draft audited financial statements.
- Prepare tax and registration filings.

- Partner with auditors in preparing the Form 990 and prepare the Functional Expense Statement.
- Successfully complete other duties as assigned.

Minimum Qualifications

- Bachelor's Degree in Accounting, Finance or related discipline from an accredited college or university. CPA is preferred but not required.
- 5+ years of related professional and progressive experience in accounting, financial planning, reporting and analysis.
- Experience with Quickbooks, Payroll processing systems, Microsoft Suite, CRM platforms and Google.
- Nonprofit experience; experience with fund/grants accounting preferred.
- Demonstrated ability to coordinate audit activities and manage reporting, accounts payable and receivable, fixed assets, payroll, and nonprofit taxes and registrations.
- Excellent written and oral communication ability combined with strong analytical skills.
- Strong self-discipline, and time management and prioritization skills.
- Self-motivated with ability to work with minimal supervision.
- Demonstrated ability to organize workload, manage several projects of equal priority at once, and sustain productivity and accuracy under pressure.
- Strong administrative skills; good research, planning, and organizational skills; strong work ethic and follow-through; excellent attention to detail.
- Interest in and enthusiasm for museums and/or science education.

The successful candidate must be able to perform the above tasks independently, accurately, reliably, and in a timely manner. Compensation will be commensurate with experience. A comprehensive benefits package will also be included. Please send a cover letter and resume to careers@kid-museum.org for consideration.

Diversity, equity, accessibility and inclusion are important, interdependent components of everyday life at KID Museum and are critical to our pursuit of excellence. KID Museum is an equal opportunity employer and does not discriminate against any employee or applicant for employment based on race, color, religion, national origin, age, gender, sex, ancestry, citizenship status, mental or physical disability, genetic information, sexual orientation, veteran status, or military status.