



Friends of the North Carolina Museum of Natural Sciences

Position Title: Chief Financial Officer
Reports To: Executive Director
Location: Raleigh, NC / Wake County

About Friends of the NC Museum of Natural Sciences:

The Friends of the NC Museum of Natural Sciences (Friends) is a nonprofit organization whose purpose is to support the NC Museum of Natural Sciences. All Friends activities serve the broader goal of helping the Museum illuminate the natural world and inspire its conservation.

As admission to the Museum and its satellite locations is free, Friends relies upon a combination of earned revenue (generated from the Museum Store, Café, WRAL 3D Movie Theater, special events, exhibitions, and programs), as well as contributed income (generated through Museum Membership and philanthropic support) to make possible the activities that bring our Museum to life.

Position Summary: The Friends of the North Carolina Museum of Natural Sciences (Friends) is a 501c3 non-profit organization whose mission is to support the North Carolina Museum of Natural Sciences (Museum), a division of the State of North Carolina’ Department of Natural and Cultural Resources. The Friends’ critical role is as fiscal agent, supporting the Museum in areas of revenue generation, earned and unearned, and playing a fiduciary role in the management of that revenue and surplus balances.

The Chief Financial Officer (CFO) reports to the Friends Executive Director and is a critical senior leadership role within the Friends and Museum organizations. Within Friends, the CFO leads all financial, accounting and investment activities, and is responsible to ensure all reporting, both internally and externally, is timely and accurate, and that there is excellent financial transparency for other important stakeholders, such as the Friends Board of Directors, the Museum leadership team and the community, instilling confidence in the institution at every level. The Friends CFO is also a member of the Museum’s senior leadership team and supports the Museum Director in their strategic planning efforts, contributing thought leadership to ensure the Museum’s long-term financial stability and propel it to a ‘best in class’ Natural Science Museum within the United States and abroad.

This is an exciting time to be joining the Friends and Museum family. New Museum leadership is bringing fresh thinking about how our almost 150-year-old Museum can further expand and elevate the support of our scientists and the residents of North Carolina. The Museum recently opened a new experience – Dueling Dinosaurs – made possible with Friends’ successful capital

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campaign to purchase the fossil and build the new paleontology lab and exhibitions. Public reaction has been glowing, and the Museum is experiencing an attendance surge since its opening in April. Planning is underway for additional new and refreshed exhibitions and programs over the coming years, and the CFO will have an opportunity to contribute to future Museum successes.

Key Relationships:

- The CFO reports directly to the Friends Executive Director and works collaboratively across the entire Friends organization. The CFO leads the Friends Finance team and ensures they are getting the support they need to be successful in the day-to-day operations and reporting of Friends and the Museum.
- The CFO collaborates directly with the Museum Director to support their strategic and financial planning efforts and liaises with other areas of the Museum as necessary to ensure their financial information needs are met in a timely and accurate basis.
- The CFO liaises with the external auditors and ensures the organization is prepared for the annual external audit process.
- The CFO liaises with the Board Treasurer, the Board Finance and Audit Committee and the full Board to ensure their financial reporting needs are met in support of their governance and fiduciary responsibilities.
- The CFO liaises with the banking and investment third-party relationship managers to ensure that there is good transparency on funds balances and performance.

Supervisory Responsibilities: Directly supervises three full-time staff members: the Finance Manager and Payroll/HR Administrator. Additionally, oversees one full-time indirect report, the Finance Administrator.

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Duties/Responsibilities:

Financial Accounting, Planning, and Reporting

- Develops and monitors the implementation of long-range financial plans in conjunction with the Friends leadership and the Board, including establishing key financial benchmarks and establishing plans and setting targets for organizational growth in areas of earned income (ticketing retail, food services and rentals) and unearned income (donations and endowments);
- Supervises Friends Finance staff which execute the day-to-day transactions required to provide a robust financial operations function including maintaining systems for account balances, operating transactions and supporting records (Balance Sheet, Income Statement, and supporting documentation);
- Maintains financial records for Friends and Museum accounts in a manner that facilitates management reporting;
- Prepares monthly and quarterly financial reports and financial analysis for the Board and Friends/Museum management for areas which the Friends organization provides financial administration;
- Assists the Board Treasurer with financial reporting at Board and other meetings, including presenting key financial artifacts which require Board approval, including the annual budget, audited financial statements and Form 990;
- Coordinates and leads the external audit preparation process to ensure the auditors can complete the audit in a timely and efficient manner; serves as the primary liaison for external auditors;
- Develops, implements, and ensures compliance with internal financial and accounting policies and procedures and state and federal regulations including mandatory compliance filings;
- Ensures bank and investment accounts are reconciled and reviewed monthly;
- Ensures all month-end accounting entries and transactions are completed and reviewed in a timely manner;
- Works collaboratively with Friends staff on daily finance and accounting activities;
- Oversee the bookkeeping function including maintenance of the general ledger, accounts payable, accounts receivable and grant draw downs; and
- Develops and implements policies and procedures to ensure adequate system of internal controls for all finance functions.

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Budget Preparation and Financial Oversight

- Establishes financial benchmarks as input into the overall budget process;
- Establishes and communicates guidelines for the annual bottom-up budget preparation process;
- Plays a robust challenge function to ensure the budget is sufficiently challenging but achievable;
- Compiles the aggregate budget in consultation with the Friends/Museum leadership and Treasurer;
- Presents the Budget for annual approval to the Board of Directors;
- Assists Friends and Museum staff with the preparation of budgets for funding applications; and
- Monitors the budget and provide budget variance reports monthly or as requested by the Executive Director.

Contract and Grant Management

- Collaborates with the Museum Grants Manager to manage Federal, State and Private grants, including but not limited to contract review, approval and monitoring; budget development and monitoring; disbursement control; disbursement tracking; collaboration with applicable Museum and Friends staff; and required financial and government reporting.

Payroll, Benefits, and Insurance

- Serves as primary liaison with payroll and insurance providers to ensure that employees are paid in a timely and accurate manner;
- Works with the payroll and benefit providers and, when appropriate, recommend, implement and manage Friends of the Museum insurance and benefits including employee health insurance, employee retirement plans, liability insurance, property insurance and directors and officers insurance. Regularly review the benefits program and insurance needs;
- Coordinates preparation of the retirement plan Form 5500, W2s, and 1099s;
- Complies with federal, state, and local legal requirements by studying existing and new legislation, anticipating future legislation, enforcing adherence to requirements, filing reports, and advising management on needed actions.

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Internal Controls/Business Resilience

- Ensures a robust program of dual controls are in place and executed;
- Ensures a business resiliency plan is in place (and tested regularly) for key functions to minimize failure risk (including key man risk) or loss of critical operational knowledge with planned and unplanned staff turnover or other unplanned business interruptions.

Administrative

- Evaluates and advises on the need for new technology to meet the organization's financial data processing, control, and reporting requirements;
- Creates, implements, and oversees policies and procedures for bookkeeping, accounting, purchasing/procurement, reimbursements, risk management, and other fiscal functions;
- Advises the organization's leadership on appropriate organizational and directors insurance coverage.

Education and Experience:

- Bachelor's degree in accounting, finance, business, or related field. CPA designation, while helpful, is not required if the candidate has the appropriate experience;
- Knowledge of generally accepted accounting principles and legislation affecting nonprofits is critical;
- A minimum of seven plus years of directly relevant experience, preferably leading a finance function in another non-profit with an annual operating budget of \$10 million or greater.

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Skills/Abilities:

- Experience working with accounting systems, payroll systems, and government financial reporting portals (Abila MIP Fund Accounting and Paychex experience beneficial);
- Ability to effectively communicate financial information and concepts to a variety of audiences;
- Strong leadership, strategic and communication skills related to finance, investment and general administration. This role will regularly interact and make presentations to senior management within the Museum/Friends organizations including the Friends Board of Directors;
- An ability to operate at the big picture strategic level and a willingness to roll up their sleeves and get into the operational weeds if success requires it;
- A strong team player that is comfortable navigating organizational complexities and stewarding diverse stakeholders through organizational change;
- Strong financial operations experience is essential;
- Strong day-to-day accounting operations experience and ability to work with staff at all levels to incorporate best financial practices into their procedures;
- Demonstrated success in working collaboratively as a member of a team and developing effective working relationships with Board members and both Friends and Museum staff.
- Preferred qualifications: Experience with establishing and growing endowments and beneficiary giving programs, including philanthropic documentation, accounting, and reporting requirements. Experience with Federal Government grants, development and administration experience.

Physical Requirements:

- Primarily works in an office environment, with occasional visits to off-site meetings or events;
- Ability to sit for prolonged periods at a desk and use a computer. Periodic walking, standing, bending, and carrying light items are required;
- May occasionally need to lift or move items up to 15 pounds.

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Benefits

- Medical, Dental, and Vision Insurance
- Life and AD&D Insurance
- Short and Long-Term Disability
- Paid time off for 12 sick days, 10 annual leave days and 3 personal leave days
- Paid time off for 12 holidays
- Eligible to participate in the Friends of the NCMNS 401k program with employer matching after a waiting period
- Employee Assistance Program
- Friends of the NCMNS Membership & Discounts

Job Classification: Full Time / Exempt

How to Apply: Interested candidates should submit a resume and cover letter to Friends.HR@naturalsciences.org with the subject line “CFO.” Applications will be reviewed on a rolling basis until the position is filled.

Friends of the NC Museum of Natural Sciences is an Equal opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to sex, gender identity, sexual orientation, race, color, religion, national origin, disability, protected veteran status, age or any other characteristic protected by law.