

Employment Opportunity George Eastman Museum

Job Title: Controller
Department: Finance
Reports To: Vice President Finance and Operations
Status: Full Time
Posting Dates: May 24, 2021 until filled.

Institutional Overview: The George Eastman Museum comprises world-class collections of photographs, motion pictures, photographic and cinematographic technology, and related books and archival materials. The museum, established as an independent non-profit institution in 1947, is located at George Eastman's home and estate, a National Historic Landmark in Rochester, New York. The museum has approximately 90 employees and an annual operating budget of about \$9 million.

Job Summary:

The George Eastman Museum seeks an innovative and detail-oriented Controller to partner with the Vice President for Finance and Operations to provide leadership, coordination and communication of all financial reporting, budget development and payroll processing and related/required reporting. The ideal candidate must be able to evaluate existing processes and, as appropriate, recommend and implement appropriate changes; have strong communication and interpersonal skills; be a good manager; and be able to collaborate with organizational leadership.

Job Responsibilities:

Supervision

- Supervise, mentor and provide ongoing training and support to two-part-time accounting specialists (one accounts payable clerk and one accounts receivable/payroll clerk).

Accounting, Budgeting, and Financial Reporting

- Maintain and manage the general ledger and related financial reporting structures.
- Coordinate, prepare and manage monthly financial closes, including preparation of summary financial statements, detailed cost-center reporting for individual budget managers, and summary reporting for the Finance Committee of the Board of Trustees. This includes all reconciliations, preparation of subsidiary ledgers.
- Receive and resolve inquiries from managers regarding monthly financial results, financial procedures, and related questions.
- Manage all aspects of fixed asset accounting, including proper recording of new assets, depreciation and asset retirements.
- Manage all aspects of the Museum's endowment accounting, including preparing reports for the board's investment subcommittee, ensuring proper recording of all investment-related activity, and maintaining necessary reports for donors.
- Maintain grant ledgers and appropriate procedures to ensure timely and accurate reporting and invoicing to a variety of local, state and federal granting agencies. Prepare cost proposals to support/secure the Museum's indirect cost rate.

- Monitor and, where appropriate, suggest improvements to internal controls, financial systems and other process improvements in compliance with GAA and government regulations and to enhance processing efficiencies.
- Play a lead role in developing annual and multiyear budgets. Includes gathering input from unit managers, evaluating data trends that impact the budget, and maintaining salary rosters.
- Manage annual financial statement audit, 403B audit, workers compensation audit, preparation of tax Form 990s and 5500, coordinating with external auditors and related consultants.
- Monitor cash flow and prepare projections as necessary.

Payroll and People Administration

- Ensure that biweekly payroll (including effort reporting, labor distribution, changes in employee pay rates, withholdings, funds transfers) is accurately prepared and that all reporting to outside agencies is accurate and timely.
- Coordinate with the Human Resources Consultant and participate in the processes to onboard new staff and ensure all requirements are met upon employee termination.
- Coordinate with external consultants and Human Resources Consultant to ensure proper setup and ongoing maintenance of employee benefits and programs (e.g., medical, dental, vision, life, 403B, DBL, LTD, worker's compensation, FMLA, PFL).
- Coordinate with the Human Resources Consultant, VP of Finance and Operations, and external consultants to manage and ensure regulatory compliance for all employee benefit programs, including health insurance and 403B plans. Assist in the evaluation of annual renewals.

Physical Requirements and Work Environment:

The duties of this position require standing, walking, sitting, speaking and hearing, seeing, and ability to occasionally lift up to 30 pounds. Work takes place in an office environment with moderate to light noise.

Minimum Qualifications:

- Bachelor's degree in Accounting or related field with minimum service of 5-7 years of progressively responsible accounting, payroll and finance experience.
- Preferred qualifications include: a CMA/CPA, experience with not-for-profits, endowment and investment management, 403B plan administration/knowledge, and familiarity with grant administration and reporting.
- Minimum of 3 years in a supervisory role.
- Adept with Microsoft Office, including advanced knowledge of Excel, comfortable/knowledgeable with POS systems, and outsourced payroll systems and other reporting systems/technology. Experience with Microsoft GP Dynamics is a plus.
- Ability to comfortably interact with all levels of management, staff, trustees, donors, and external consultants.
- Possesses excellent written and communication skills.
- Ability to work independently and creatively with the ability to identify inefficiencies and implement process improvements.

Please submit your resume for consideration to Jacqueline DiStefano, Vice President Finance and Operations, at jdistefano@eastman.org.

The Eastman Museum is committed to advancing inclusion, diversity, equity, and accessibility at our institution and in our society. The Eastman Museum is an Equal Opportunity Employer.