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| Title of Position * | Controller |
| Institution * | Amon Carter Museum of American Art |
| Position Location: City & State * | Fort Worth, Texas |
| Position Closing Date | <u>Friday, October 27, 2017</u> |

About the Institution

Now in its sixth decade of operation, the Amon Carter Museum of American Art offers a diverse array of exhibitions, publications, and programs that connect visitors to masterworks of American art. On this page you will find extensive information chronicling the many achievements of the museum in the areas of publishing and exhibitions, as well as a timeline with museum highlights from all aspects of operations.

Institution Website Address

<http://www.cartermuseum.org>

Summary of Responsibilities

The Amon Carter Museum of American Art seeks a full time Controller. The Controller (CPA certification required) will have the responsibility for the Accounting operations of the Museum including the accurate and timely preparation of financial reports and analysis, maintenance of controls and budgets designed to mitigate risk, cash management and ensuring reported results comply with generally accepted accounting principles.

Responsibilities

- Management responsibilities include maintaining a documented system of accounting policies and procedures and overseeing the operations fo the accounting department to achieve the department's goals and objectives
- Transaction responsibilities include ensuring: accounts payable are paid and accounts receivable are collected in a timely manner, payroll is processed, periodic bank reconciliations are completed, a system of controls over accounting transactions is maintained along with the maintenance of the chart of accounts and an orderly accounting filing system.
- Reporting responsibilities include the issuance of complete and timely financial statements and analysis, production of the annual budget and forecasts, preparation of meaningful information to management for decision making, reporting of significant financial issues to management and providing financial analyses as needed or requested.
- Compliance responsibilities include the coordination of information to external auditors for the annual audit, capturing financial information for compliance with grant and endowment requirements and complying with government reporting requirements and tax filings.

Supervisory Responsibilities

Supervises Accounting Staff of three.

Required Qualifications

Skills and Requirements

- Proficiency with Microsoft Office software; power user with Excel and knowledge of Access.
- Extensive computer accounting software skills, ABILA MIP software experience strongly preferred.
- Knowledge of accounting functions -- general ledger, accounts receivable, accounts payable, fixed assets, payroll, journal entries, account reconciliations, inventories, POS and closing
- Knowledge of fund accounting and other accounting concepts unique to non-profits.
- Knowledge of Internal Revenue Service regulations as they pertain to non-profit organizations.
- Hands on experience with an accounting system that is expandable to include functions other than general ledger.

- Ability to work collaboratively across departmental functions.

Key Characteristics/Traits

- Accuracy, attention to detail, and ability to perform well in a stressful environment.
- Ability to train, supervise and motivate personnel.
- Excellent communication and interpersonal skills to interface with museum personnel, auditors, customers, vendors, donors, etc.
- Effective and persuasive presentation skills on controversial or complex topics to top management, public groups and/or board of directors.

Qualifications/Education

- Bachelor's degree in Accounting or Finance, CPA required
- Expertise with the administration of payroll
- Five to eight years of progressively responsible experience in an accounting function with non-profit accounting experience preferred
- Administration of grants and endowments preferred.
- Supervisory experience managing processes and employees.
- Extensive knowledge with budgeting, reporting and analysis.

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| Compensation | Approximately \$75,000/year |
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| Apply at this Website: | http://www.cartermuseum.org/jobs |
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| Apply with this email: | human.resources@cartermuseum.org |
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| Special Instructions to Apply: | Applicants should submit a cover letter, resume and 3 references to human.resources@cartermuseum.org , fax to 817-665-4315 or mail to Human Resources, 3501 Camp Bowie Blvd, Fort Worth, Texas 76107. No walk-ins. |
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