



Job Description

Job Title: Deputy Director of Finance and Human Resources	Updated: January 2023
Department: Executive	FLSA Status: Exempt
Reports to: Executive Director	Executive Exempt

Job Summary:

The Deputy Director of Finance and Human Resources is a key part of the Museum’s senior leadership team, integral to the institution achieving its strategic goals and accomplishing its mission to bring people and art together for discovery, learning, and enjoyment.

This position is responsible for daily accounting processing/finance and institutional budget in consultation with the Executive Director and Finance Committee, procurement operations, accounts payable and receivable, cash flow, payroll, human resources functions, employee benefits management and monthly reconciliation, museum gift shop management, information technology services in coordination with the Deputy Director of Operations and Project Management, and Museum Host/Guard program in coordination with the Deputy Director of Community Engagement.

In this role, the Deputy Director of Finance and Human Resources must maintain a high degree of confidentiality, technical competence, and professionalism in performing all duties.

Job Duties and Responsibilities:

Finance:

- Manage all aspects of the Museum’s financial operations, including but not limited to: coordination of annual operation budget aligned with strategic and tactical goals; monthly reporting; cash management and forecasting; monitor and report on endowment; ensure compliance with all audit and IRS requirements; oversee grant financial compliance and reporting; and review and implementation of financial policies and procedures
- Prepare agendas, financial reports, and other requested materials, presenting to Board of Trustees Finance Committee on a monthly basis
- Manage policies and cultivate relationships with financial institutions, auditors, vendors, the Internal Revenue Service, and other institutions or individuals pertinent to the function of TMA including staff retirement plan, employee benefits programs and investment policy
- Manage insurance coverage to ensure protection of Museum and lender assets, the public, and employees
- Oversee administration of the accounting function, budget formulation and execution, and other business functions. This includes, but is not limited to, month end journal entries, recording endowment investment activities, reconciling balance sheet accounts monthly, creating AR invoices for various departmental needs, entering AP transactions, processing annual 1099s and processing payments

- Lead the annual financial audit with support from the Executive Director
- Enter all gift donations and matching donor gifts into the donor database
- Create all banking deposits and credit card transactions from back-of-house operations
- Record deposits in the general ledger accounting system from all sources, including the Visitor Welcome Desk, the Museum Shop, Museum donation boxes and from donors
- Oversee and maintain petty cash; oversee cash drawer reconciliation of Visitor Services Desk and Museum Shop areas
- Perform bimonthly payroll processing, including updating payroll system for paid time off and 403(b) payments
- Process monthly admission tax and Virginia sales and use tax
- Perform other duties as may be assigned

Human Resources:

- Manage all aspects of human resources and maintain employee records
- Oversee and recruit, interview and hire employees in consultation with the Executive Director and with assistance from the Executive Assistant to the Director and senior leadership team
- Maintain employee relations, conduct disciplinary actions when appropriate, handle grievance procedures and processing in consultation with the Executive Director
- Oversee benefits, including oversight of HR vendors (to include but not limited to health and dental insurance, life insurance, short and long-term disability insurance, and 403(b) retirement plan)
- Perform monthly reconciliation for all employee benefits and oversee COBRA benefit programs
- Create and oversee all new employee on-boarding including but not limited to background check, orientation, credential set-up, handbook review, and benefit education/enrollment
- Work with managers to provide template, collect, and advise on employee performance evaluations on an annual basis
- Oversee the bi-annual review of the HR handbook in order to ensure compliance with federal, state and local laws
- Develop and implement plan for employee training and continuing education opportunities
- Perform other duties as may be assigned

Museum Shop:

- Oversee the Visitor Services Manager who assists with purchasing merchandise and creating sku numbers, prices, price tags, and entering them into Altru for easy ring up and search, keeps shop stocked and conducts inventory
- Co-manage the Shopify website, including creating category pages, product pages, and checkout options for the various department events; track sales and run reports
- Manage the Taubman PayPal account including recording each transaction in both QuickBooks and Altru and transferring the money into the Museum's bank account
- Perform other duties as may be assigned

Administrative Duties:

- Serve as a team leader for all Blackbaud database training, monitoring, and problem resolutions
- Oversee the Visitor Services Manager in coordination with the Deputy Director of Community Engagement and their role with the Museum Host/Guard program
- Assist the Deputy Director of Operations and Project Management with the IT and telephone troubleshooting, new set up, and programming needs as needed
- Work with Deputy Director of Operations and Project Management to troubleshoot and triage IT problems to create a response system for the IT vendor
- In coordination with the Deputy Director of Operations and Project Management serve as contact for office equipment services including but not limited to copiers, postage machines, printers, and shredders

- Assist as Manager on Duty as needed, which may include assisting with Museum Host/Guards, visitors, and volunteers
- Perform other duties as may be assigned

Knowledge, Skills and Abilities:

Strong organizational, accounting and time management skills; proficient computer skills including spreadsheets and accounting software; proficiency in human resources policies and procedures; knowledge of best practices and changes in federal, state and local laws that affect HR; ability to maintain confidentiality and work independently; must possess excellent written and oral communication skills; ability to work with diverse staff members, vendors, creditors, and volunteers

Training, Education and Experience:

Four-year college degree in accounting or certification required

Ten years experience in accounting and using QuickBooks

Five years experience in human resource functions

Five years experience working in a non-profit accounting environment or multi-client environment preferred

SHRM-CP certification preferred

Experience in membership databases preferred

Special Requirements:

Work hours may include nights and weekends, as needed for special Museum events and projects

EEOC Statement:

The Taubman Museum of Art is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status or any other federal, state or local protected class. The Taubman Museum of Art is also committed to comply with all fair employment practices regarding citizenship and immigration status.

Taubman Museum of Art is committed to creating a diverse environment:

At The Taubman Museum of Art we each contribute to inclusion—we all have a role to play. Our culture is the result of our behaviors, our personal commitment, our curiosity, how we collaborate, and the ways that we courageously share our perspectives and encourage others to do the same.

In turn, our inclusive culture inspires us to try new things and share information openly and transparently. It brings us together in ways that help us stand out. Our inclusive culture empowers all of us to connect, belong, and grow.