

**Reports to:** Executive Director

**Status:** Full time, Exempt

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### **Mission and Description of the Metal Museum**

The Metal Museum is the only museum of its kind in the country dedicated to preserving, promoting, and advancing the art and craft of fine metalwork. The Museum engages the metals community and the surrounding region through exhibitions, collections, studio practice, and community education and engagement. The permanent collection and exhibition programs reflect a wide range and mixture of metalsmithing, including ferrous and nonferrous metals, hollowware, jewelry, and architectural elements. With its unique focus on artwork and fine crafts made in metal, the Metal Museum helps initiate and promote dialogue and understanding of the field and its relevance in our modern culture.

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### **Purpose**

The Director of Finance and HR provides leadership and management of the Metal Museum's operating and capital budgets, investments, and overall financial strategy, ensuring financial sustainability and operational efficiency. The primary responsibilities include preparing the annual budget, quarterly financial reports, and audited financial statements. The role also includes overseeing accounts receivable, accounts payable, payroll, and human resources functions, while ensuring legal and risk management compliance.

As a key member of the Museum's senior leadership, this position reports directly to the Executive Director and is an active participant in all Board of Directors meetings. This position also leads the Finance/Annual Audit, Personnel, Organizational Values and Strategic Planning Committees.

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### **Essential Functions and Responsibilities**

#### **Finance and Accounting**

- Direct all accounting functions and maintain strong internal controls.
- Oversee all aspects of bookkeeping, including communication with the bookkeeper, processing invoices and receipts, handling payments, and monthly reconciliations.
- Research and recommend vendors, services, and software.
- Manage budget cycles, financial reporting, and chart of accounts.
- Prepare monthly financial statements and manage annual audits and retirement plans.
- Implement long-term financial strategies aligned with the Museum's vision.

#### **Human Resources**

- Work with the Executive Director and Personnel Committee on salary scales and employment offers
- Oversee employee benefits, including health and life insurance
- Manage insurance programs covering property, liability, directors and officers, and workers' compensation.
- Negotiate vendor contracts for services and equipment
- Work with various departments to develop and maintain standard operating procedures to preserve institutional knowledge
- Ensure compliance with employment laws and regulations, including HIPAA, FMLA, ADA, FLSA, OSHA, and EEO
- Maintain accurate HR records for all employees and coordinate with other directors to ensure time-off requests do not interfere with Museum operations
- Update and improve HR forms, policies, and procedures as necessary and ensure staff complete or repeat required training and certifications
- Review and oversee job descriptions for all staff

- Support department heads in recruiting, hiring, training, and onboarding new staff
- Assist with maintaining complete personnel files and resolving HR concerns
- Collaborate on planning the annual staff retreat and related training activities

### **Governance and Strategy**

- Prepare agendas and materials for Finance/Annual Audit, Personnel, Organizational Values and Strategic Planning Committees
- Oversee the development, implementation, and monitoring of the Museum's strategic plan
- Support departments in setting and evaluating goals and budgets
- Assist with grant applications, board reporting, and data tracking

### **Other Duties**

- Maintain strict confidentiality and professionalism.
- Represent the Museum to the public with enthusiasm.
- Support Museum operations, which may include greeting guests, monitoring building cleanliness, assisting with events, and other essential duties as assigned.

### **Qualifications**

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- Bachelor's degree in Business Administration, Finance, or a related field (MBA preferred)
- Minimum of 5+ years of experience in a CFO, Controller, or equivalent role, with supervisory responsibilities
- Experience in finance, budgeting, investing, and cash management
- Experience working for a non-profit organization preferred
- Strong written, verbal, and organizational skills and ability to communicate with all stakeholders
- Knowledge of risk management and compliance
- Advanced technical proficiency in database management, QuickBooks Pro and MS Office
- Flexible team player

### **Hours, Compensation, and Benefits**

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The work week for this position is Monday through Friday, 9:30 AM – 5:00PM. Additional hours (nights and weekends) may be required. All full-time staff are expected to be available to assist with Museum events. All Museum staff must be available the week before, during, and after Repair Days, which is held annually in the fall.

The salary starts at \$65,000 and is contingent on experience and ability. Benefits include health insurance and a 3% Simple IRA employer match after 2 years of employment.

### **To Apply**

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Please submit the following materials in **one PDF document**:

- Cover letter
- Resume
- Three references

Email your application to [carissaa@metalmuseum.org](mailto:carissaa@metalmuseum.org) with “Director of Finance and HR” in the subject line. No phone calls, please.

The Metal Museum is committed to building a culturally diverse staff and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law. Studies have shown that women and people of color are less likely to apply to positions if they do not meet all qualifications. We strongly encourage any individual interested in the position to apply if they have most of the qualifications.