

Job Description

Date:	April 2022
Title	Chief Financial Officer
Department:	Administration
Position Reports To:	CEO / Executive Director
Status:	Exempt / Full-Time

Summary:

The Chief Financial Officer (CFO) is a senior level position responsible for directing the organization's entire range of financial activities, including treasury, budgeting, accounting, and reporting functions, in support of the Center's mission. The CFO is an integral colleague with the Executive Director/CEO and has the knowledge and ability to continue critical functions of the Center in the absence of the Executive Director/CEO. The position works directly with the Board Finance Committee for the evaluation of all operational and strategic issues affecting the financial well-being of the institution to ensure the financial alignment of museum priorities with available resources.

Job Duties:

- Directs and coordinates annual and multi-year budget process in support of department workplan requirements, and coordinates budget decisions with management.
- Prepares internal and external financial statements.
- Prepares and files annual IRS and other governmental documents including Form 990, Form 990-T, 5500 and the annual governmental indirect cost rate application
- Develops forecasting models and involves appropriate departments to assist management planning for future exhibitions, products, and services.
- Oversees annual independent audit
- Manages payroll and accounting functions, ensuring efficient systems, process and controls.
- Responsible for the management of museum's insurance requirements including the process of competitive reviews and timely renewals.
- Serves as staff liaison to the Finance Committee and Audit Committee of the Board of Trustees.
- Serves as fiscal point of contact for the Board of Trustees.
- Assures fiduciary compliance and files updates licensing and regulatory agencies, including license renewals.
- Ensures review of museum's legal concerns including contracts and takes appropriate action with Board and legal advisors.
- Takes a leadership role in partnership with the CEO for the continuous enhancement of efficient, responsive, and transparent financial processes and reporting capabilities, including key metric documents.
- Designs, staffs, and conducts special projects that improve information flow and integrity, maximize process efficiencies, augment decision making, and strengthen regulation compliance.
- Produce monthly, quarterly, and annual financial statements and other special financial reports for CEO, staff, and Board of Trustees accurate, timely, useful information in multiple-media forms.
- Serves as the primary liaison for all financial advisors/service providers. Monitors balances in financial and investment accounts.

Buffalo Bill Center of the West
Job Description – Chief Financial Officer

- Collaborates with museum staff on projects and/or initiatives.
- Anticipates and adapts to organization's financial information needs.

Competencies:

- Excellent analytical and organizational skills for creative solutions at a high level of strategy.
- Proficient in database and accounting computer application systems.
- Strong written and verbal communication skills applied to effective and professional interactions with diverse stakeholders, including staff, Board, clients, and community members.
- Demonstrated experience as a proactive and adaptable leader, manager, and colleague.
- Able to evaluate data quickly and effectively.

Supervisory Responsibilities:

- Director of Operations
- Director of Human Resources
- Information Technology Manager
- Controller
- Accounting Staff
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Required Education and Experience:

- Certified Public Accountant (CPA) certification required; MBA preferred.
- Ten years' experience in accounting, finance, treasury, insurance, contracts, and budgeting.
- Five years' experience managing general business operations in a complex environment.
- Advanced knowledge of financial reporting, regulatory requirements, and not-for-profit budgeting, management and accounting policies and procedures, including FASB 116 and 117.

Other Duties:

- Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

EEO Statement:

- Buffalo Bill Center of the West provides equal employment opportunities to all employees and applicants for employment without regard to race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, or service in the military. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

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POSITION ANALYSIS/SPECIFICATIONS

	N/A	OCCASIONAL	FREQUENT	CONSTANT
Sitting				x
Standing			x	
Walking			x	
Bending Over		x		
Crawling	x			
Reaching		x		
Crouching	x			
Kneeling	x			
Balancing	x			
Pushing/Pulling	x			
Lifting/Carrying	x			
10lbs or less				
11lbs to 25lbs	x			
26lbs to 50lbs	x			
51lbs to 70lbs	x			
Manual Dexterity		x		
Fine Motor Skills		x		
Gross Motor Skills		x		
Eye/Hand Coord.		x		
Near Vision			x	
Far Vision			x	
Color Recognition	x			
Hearing				x

ENVIRONMENTAL FACTORS

	YES	NO	Limited
Working Outside		x	
Working Inside	x		
Working Alone	x		
Working Closely With Others	x		
Excessive Cold/Heat		x	
Excessive Humidity/Dampness		x	
Noise/Vibrations		x	
Working with Chemicals/Detergents/Cleaners		x	
Working Around Fumes/Smoke/Gas		x	
Walking on Uneven Surfaces		x	
Motorized Equipment or Vehicles			x
Working With Machinery/Motorized Equip.		x	
Climbing on Scaffolds or ladders		x	

SIGNATURE PAGE –

Signatures

This job description has been approved by all levels of management:

Manager _____

HR _____

CEO/COO, CFO _____

I acknowledge that I have read and understand the job description for the position for which I am applying, and I am able to perform the responsibilities of this position. I have read and understand the Position Analysis for this position, and I can meet the physical and environmental expectations for this position.

If offered this position, I am willing and able to perform the position with or without reasonable accommodations. Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee Name _____

Date _____

Employee Signature _____