

3/2025
Job Description
Finance Manager
Part time Non-exempt



THE RALPH C. WILSON, JR.
CHILDREN'S MUSEUM

POSITION REPORTS TO
President & CEO

POSITION SUMMARY

Under the direction of the President & CEO the Finance Manager is responsible for providing financial accounting, reporting and analysis for the Museum. This position is part-time, 24-32 hours per week.

ESSENTIAL FUNCTIONS

- Develops and monitors internal control policies and procedures, ensures compliance with all federal and state financial reporting requirements, ensures compliance with contract guidelines.
- Responsible for all accounting transactions in the Museum's financial systems.
- Prepares, analyzes, and reconciles all financial reports.
- Interprets data contained in reports and statements to identify problem areas and opportunities.
- Works with the Museum's Leadership team to develop departmental budgets for each department and to produce financial needs analysis as needed for fundraising planning.
- Provides data to assist the CEO with strategic planning for the Museum's financial stability, including budgeting, forecasting, monitoring, and reporting.
- Responsible for audit and tax preparation and facilitation.
- Adopt "best in class" practices for finance and model the approach for interactions across the organization.
- Other duties as assigned; strong ability to work as part of the team. Best in class, all hands-on deck support of all Explore & More associates and roles on a regular basis.

QUALIFICATIONS

- Minimum bachelor's degree in finance, Accounting, or related field.
- Minimum five years in a progressively responsible finance role, with experience in non-profit organizations
- High end user of QuickBooks and Excel; Strong working knowledge of Outlook, Word and Salesforce. Experience with Roller point of sale system a plus. Ability to quickly adapt to new platforms and financial applications.
- Excellent problem solving, communication, planning and organizational skills.
- Strong attention to detail in a fast-paced environment

PHYSICAL AND ENVIRONMENTAL FACTORS:

- Must be able to sit, stand, and walk for long periods of time.
- Ability to work and concentrate in a loud and busy environment.
- Must be comfortable working with changes in temperature.
- Must be able to work weekends and holidays.
- Will be required to take a criminal background check and drug screen.

Hourly Salary - \$32 - \$36 per hour Part time, Comprehensive Benefits package.

Please send a resume, cover letter, references, and salary requirements to:
Doreen McClain at dmccclain@exploreandmore.org

Equal Opportunity Employer

Explore and More: The Ralph C. Wilson Jr. Children's Museum is committed to and celebrates a diverse workplace and museum. We are proud to create an inclusive workplace for all employees.