

Director of Finance & Operations

ABOUT THE HENRY

The Henry Art Gallery was founded as Washington State's first art museum in 1926, on the principle that art stimulates inquiry, fosters knowledge, and builds healthy communities. Located on the campus of the University of Washington (UW), Seattle, the Henry is internationally recognized as a pioneer in the research and presentation of contemporary art. Learn about our mission and vision: henryart.org/about.

POSITION PURPOSE

The Director of Finance and Operations is responsible for leading financial planning, ensuring compliance with laws and regulations, museum operations, and human resources. The Director of Finance and Operations is the staff liaison to the finance committee of the board and to College of Arts & Sciences Administration department. This position supervises the People and Culture Manager, Accounting Manager, Systems Administrator, Security Manager, and Operations Supervisor. The Director of Finance and Operations reports to the Executive Director of the Henry Art Gallery.

COMMITMENT TO EQUITY

The Henry acknowledges the historical structures and social dynamics that have continuously oppressed communities of color and we acknowledge our part in institutional racism. We also acknowledge that we are situated on the land of the Coast Salish peoples.

We are actively committed to racial equity and to building a strong foundation of inclusivity and awareness in all we do. We value discourse that brings forward voices and positions that have been – and continue to be – oppressed. We do not tolerate hate speech or actions.

We recognize that we are in the process of embodying these values across our exhibitions, programs, and operations; this is our ongoing work.

The Henry Art Gallery is a part of the University of Washington. For more information about race and equity at the UW, see u.washington.edu/raceequity.

PAY RANGE: \$95,000 - \$112,000 at .9 or 90% FTE (equivalent to \$105,555 - \$124,444 annually at 1 or 100% FTE), depending on experience

SCHEDULE: Tuesday – Friday, 36 hours per week (90% Full-time Equivalent or FTE)

REPORTS TO: Executive Director

WHAT THE DIRECTOR OF FINANCE & OPERATIONS DOES:

Finance & Human Resources planning and management

- Prepare all financial statement and reports. Analyze and present financial position and performance to relevant parties; including management, finance committee, and board.

- Design, implement, and oversee budgeting and financial management policies and procedures.
- Provide guidance to staff on financial management systems.
- Oversee, build, and input annual budget for HGA and for the Henry's UW budget through Workday, and monitor the Henry's UW allocation and expenditures.
- With the Executive Director, other Henry staff, and board members, develop earned income streams to improve the Henry's financial resources.
- Monitor investments, cash reserves, and banking relationships.
- Oversee annual audit with the Accounting Manager.
- Prepare and submit all required filings with the Accounting Manager (IRS 990, 5500, State of Washington filings, etc.).
- Staff the Finance Committee of the Board.
- In conjunction with the HR Manager:
 - Ensure compliance with employment laws and regulations from city, county, state, and federal entities.
 - Actively evaluate and analyze salary benchmarking and employee benefits.
 - Be a thought partner around HR initiatives, projects, and goals, especially in relation to the strategic plan.
- Keep current on changing regulations affecting not for profit organizations.

Operations

- Work with the Facilities Coordinator, Security Manager, and Visitor Experience Manager to address guest experience, security, and facilities concerns for upcoming exhibitions.
- In coordination with the Facilities Manager and Museum Services Supervisor, act as part of the on-call response team to all after-hours security and/or facility alarms and concerns.
- In partnership with the Security Manager:
 - Develop, lead, and enforce museum security protocols and initiatives
 - Responsible for overall management, repair, and administration of museum security systems.
- In partnership with Operations Supervisor:
 - Work closely with the Executive Director to communicate facility projects and relay information to UW and the College of Arts & Sciences.
 - Timely address facilities concerns brought forth by visitors and staff.
 - Ensure museum facilities are well maintained and operating correctly.

Information Technology and Administration

- Collaborate with Systems Administrator to ensure effectiveness of software, databases, cyber security, and system upkeep and maintenance.
- Monitor laws and regulations for not-for-profit organizations; ensure compliance as needed.
- Act as liaison with UW on administrative and personnel issues.
- Oversee insurance relationship (other than art insurance).
- Review contracts and agreements.
- Respond to surveys (AAMD, Archbright, Census, etc.).
- Monitor effectiveness of administrative systems and suggest revisions as necessary.

Other

- Act as the administrative liaison for the Henry to the College of Arts & Sciences, and ensure completion and communication of necessary administrative functions.
- Attend UW administrator meetings, stay up to date on State & UW reporting responsibilities.

CONNECT WITH US IF YOU HAVE:

- Bachelor's degree in Accounting, Finance, or Business Administration
- Strong and demonstrated finance/accounting/HR experience in a not-for-profit organization with increasing levels of responsibilities (a minimum of six years' experience)
- Comprehensive and expert knowledge of accounting concepts and procedures, internal controls, FASB, and GAAP
- A deep understanding of team and people management, rooted in a desire to see people succeed and grow
- Knowledge of not-for-profit accounting and finance including experience with fund-based accounting, temporarily and permanently restricted net assets, etc.
- Experience monitoring and ensuring compliance with organizational policy, applicable laws and regulations, and finance/HR/management best practices
- Experience evaluating the adequacy and effectiveness of internal controls
- Expert proficiency with MS Excel and Financial Edge (or comparable system); proficiency with MS Office; ability to design and work with complicated spreadsheet applications with large quantity of data with accuracy
- Experience in managing and preparing materials for audit; experience in preparing materials for Form 990 tax returns; experience in risk management administration
- Well-honed ability to independently anticipate and analyze situations, define problems and objectives, recognize viable alternatives and formulate solutions, with the ability to be flexible and adaptable and revise strategies as necessary; demonstrated ability to interpret economic conditions and anticipate the impact on the organization
- Detail oriented with excellent analytical, planning, and organizational skills; able to multitask, and prioritize work to meet deadlines
- Experience and success in managing staff, including training, delegation, developing scope of work, establishing goals and standards, supervision, and evaluation
- Excellent interpersonal skills, with the ability to collaborate and interact positively and effectively with people at different levels within and outside the organization; patience, flexibility, enthusiasm, and a good sense of humor
- Proven ability to work collaboratively as well as independently
- Demonstrated ability to interact with a Board of Directors, committee members, and senior management in a candid, effective, and responsive manner.

ADDITIONAL DESIRED EXPERIENCE:

- Experience with Workday
- Knowledge of current trends in the not-for-profit field
- General knowledge of HR practices, laws, and regulations
- Exceptional oral and written communication skills, including the demonstrated ability to research, assimilate, and analyze information; and convey data and concepts clearly and effectively to widely varying audiences

If the above description does not fit you precisely but you think you would be an excellent fit for this role, please apply. We encourage you to speak directly to areas of potential growth, interest, and/or experience in your cover letter.

STATUS: Regular Full-time OR regular Part-time; FLSA exempt; Benefits eligible

BENEFITS:

As a UW employee, the Director of Finance & Operations will enjoy generous benefits and work/life programs. For a complete description of the UW benefits for this position, please visit [this page](#).

The employee will have also have access to or receive:

- One UW Professional and Organizational Development ([POD](#)) Course per year
- A Professional Membership to the American Alliance of Museums ([AAM](#))
- Up to \$50.00 reimbursement for materials towards the employee's understanding of Diversity, Equity, Accessibility, and Inclusion

APPLY: Create a profile and apply to this position through [UW Hires](#). To find the position posting on UW Hires, search Keyword "Henry Art Gallery" or Req # 246482.

No phone calls please.