

Job Title: Accounting Manager

Reports To: CEO

Job Status: Full-time Exempt, with Benefits

One of the most important aspects of your job should be knowing that you are making a difference. If you want that in your job, then come to work at The Health Museum. We are a nonprofit whose mission is to *empower people to live healthier lives*.

The Health Museum is a truly unique destination that fosters wonder and curiosity about health, medical science, and the human body. Located in the Houston Museum District, the Museum serves the Greater Houston community and beyond with on- and off- site exhibits, experiences, and programming. It remains the only museum and science center focused on life sciences of its kind in the nation.

Position Summary

The **Accounting Manager** is responsible for all the Museum's accounting systems to provide financial information and reporting as needed for all Museum activities. The accounting manager is expected to provide a transparent, accurate picture of the Museum's financial integrity to all stakeholders, including board members, and donors. For Museum leadership to make educated economic decisions about the Museum's future, the financials must include accurate accounting, reporting and compliance. This position, reporting to the CEO, is a vital part of the Museum's management team of Senior Directors and requires a person of vision and initiative, with a comfort level working as an integral part of a leadership team.

Summary of Job Responsibilities (Accurate and Timely):

- Complete closings of monthly and annual financial records.
- Timely, accurate monthly financial statement reporting.
- Prepare and disseminate cash-based management financial reports including, but not limited to, internal and external monthly financial statements, annual audits, and annual budgets.
- Develop a reliable operating income forecasting process and reporting mechanism that is updated monthly.
- Develop, on a monthly and annual basis, a reliable cash flow projection process and reporting mechanism that includes minimum cash threshold to meet operating needs.
- Report to management and financial committee the reasons for any major budget/forecast variance.

- Execute all disbursements, ensuring the accurate and timely processing of accounts payable, purchase orders, employee expense reports, and payroll processing.
- Manage all accounts receivable, billings, and cash receipts.
- Establish and maintain systems of controls that verify the integrity of all systems, processes, and data.
- Prepare for and support annual audit working with outside audit firm.
- Continually improve the budgeting process through regular reporting and education of department managers on financial issues impacting department budgets.
- Optimize the handling of bank and deposit relationships.
- Be an advisor from the financial perspective on any contracts into which the Museum may enter.
- Evaluate the team plan for continual improvement of the financial efficiency and effectiveness of the staff.
- Attend Board and Finance Committee meetings.
- Establish and maintain financial related processes, policies, and internal controls for organization.
- Participate in a variety of special projects and compile a variety of special reports as determined by management from time to time.

Leadership Responsibilities

- Ensure the Museum is fully engaged in money management, by monitoring of cash balances and exercising different financial scenarios to present to senior management for consideration, as external and internal forces fluctuate.
- Monitor and substantially weigh in on what Museum resources should support and how to funnel those resources to the greatest strategic need.
- Proactively provide insight or recommendations for how to maximize profitability.
- Serve as an advisor to the CEO regarding financial strategy for future growth of the organization including co creating the strategic plan, developing positive relationships with the Board Finance Committee, and supporting the development of a Capital Campaign.

Back Office Operations

- Implement and guide various risk management activities, including risk assessment, insurance programs, and legal commitments.
- Create accountable, positive, mutually supportive relationships with the Museum's vendors and business partners.
- Supervise the Rental and Facilities Manager. Negotiates and executes facility related contracts for janitorial, security, building and grounds.

- Maintain, update, and communicate systems of controls, new directives, policies, and procedures. Implements policies and procedures that will improve day-to-day operations.
- Follow up with staff to ensure all payment requests and payroll are accurate and have correct documentation.

Qualifications:

Bachelor's degree in accounting or finance.

CPA Certification.

Ten years of hands-on accounting managerial experience.

Nonprofit experience a plus.

If interested, please send resume and cover letter to hr@thehealthmuseum.org.