



AMERICA'S CAR MUSEUM®

Now Seeking Candidates For The Following:

CONTROLLER (FINANCE MANAGER)

REFERENCE JOB#: W4112

OPEN: 01/04/13

CLOSES: When Filled

EFFECTIVE DATE: January 04, 2013

DEPARTMENT: Finance

HIRE STATUS: Temporary (60 – 90 days)

DRIVING CLASS: Preferred

FTE STATUS: 1.0 (Full-time)

REPORTS TO: Chief Operating Officer

SUPERVISES: Senior Accountant and Bookkeeper

GENERAL SUMMARY:

America's Car Museum is seeking a Controller to serve as our Finance Manager on a temporary basis. The position is anticipated to last for 60 to 90 days. During the 60 to 90 day period, the Museum will seek candidates to fill the Controller (Finance Manager) position as a regular employee. The incumbent filling this temporary position will be eligible to apply and candidate for the regular position with no guarantee of selection. The Controller fills the role of Finance Manager and reports directly to the COO. The Controller originates, guides, coordinates, and facilitates all accounting operations of the Museum. Immediate responsibilities include completing the preparation for the external audit and finalizing the 2013 budget. Other responsibilities include: Driving the Finance Department's strategic initiatives; Establishing, implementing, and maintaining financial best practices throughout the Museum; Coordinating all accounting activities in alignment with organizational objectives and goals; Directing and supervising accounting personnel; Providing guidance and advice to management and executive team; Establishing and implementing financial policies; Maintaining a comprehensive set of financial controls; Producing regular and periodic financial reports; Enhancing the accuracy of the company's reported financial results and ensuring that reported results comply with GAAP and/or IFRS; and, Completing all required federal filings.

QUALIFICATIONS:

Minimum Requisites include a BA/BBA/BS in Accounting, Finance or related field; A minimum of 5 years successful accounting experience, which must including at least 2 years' in not-for profit; A minimum of 2 years experience in managing direct reports; Solid knowledge of fund accounting software, preferably with experience in *Financial Edge*; and the ability to start immediately. CPA credentials are preferred.

Additionally, the incumbent must possess:

1. The ability to pass an in-depth background investigation including criminal history, employment records, and personal references;
2. Proven experience in external audit preparations and execution;
3. A solid understanding of the budget creation process and regular budget maintenance;
4. A positive, solution focused attitude;
5. A solid proficiency in GAAP and financial practices oversight;
6. Demonstrated teamwork skills;
7. An ability to thrive in a fast-paced, dynamic environment, with high expectations for professional outcomes;
8. A track record of providing high levels of customer service;
9. A proven ability to multi task and prioritize competing tasks while meeting deadlines;
10. The interpersonal skills, sensitivity, and ability to professionally interact with a diverse range of people of all ages, socio-economic groups, and personality types;
11. The ability to critically analyze and resolve quantitative and logistical problems;
12. The skill and ability to work independently with general instruction and minimal supervision while maintaining a team oriented approach and attitude;
13. The ability to use Financial Edge Software, M.S. Word, Excel, and Outlook;

APPLICATION PROCESS:

To apply for this position, include all of the following:

1. Cover letter (include specific reference job # W4112)
2. Resume (include salary history)
3. Professional references (minimum of three)

Email all application materials to hr@lemaymuseum.org or fax to 253-779-8499.