

**FULL JOB DESCRIPTION**

<b>Position Title:</b>	Controller
<b>Position Type:</b>	Full Time
<b>Union Status:</b>	Non - union
<b>FLSA Status:</b>	Exempt
<b>Compensation:</b>	\$95,000 – \$105,000 Per Annum
<b>Benefits:</b>	Eligible after three months of work for vision, dental, and medical insurance, as well as a 401(k). Eligible for a pension plan after 1 year of service.
<b>Reports to:</b>	Executive Director
<b>Supervises:</b>	Oversees the operations of the Fiscal Department, which include payable, accounts receivable, bank reconciliations, and payroll, and fiscal staff

**Mission of The Bronx Museum of the Arts**

The Bronx Museum of the Arts is a contemporary art museum that connects diverse audiences of the Bronx to the urban experience through its Permanent Collection, Exhibitions, and Education programs. Reflecting the borough's dynamic communities, the Museum is the crossroad where artists, local residents, national and international visitors meet.

Since its inception in 1971, the Bronx Museum has prioritized serving the culturally diverse communities in which it was founded. Always free and open to the public—so there are no barriers to access—the Museum’s contemporary art programming expresses the borough’s tremendous cultural and community wealth, striving to be an open, inclusive, and equitable place where all feel welcome.

The Bronx Museum is committed to diversity, equity, and inclusion as core values. As an institution, we:

- Appreciate and leverage our broad and distinct differences, and involve and reflect the communities we serve;



- Align our policies, practices, and resources that eliminate barriers so that people of all races, cultures, socioeconomic status, and perspectives have genuine opportunities to contribute and thrive; and
- Create an environment in which everyone feels valued and respected.

### **Position Description**

The Controller will plan and direct the accounting operations of The Bronx Museum of the Arts.

### **Responsibilities**

- Oversees all bookkeeping, payroll, and accounting systems of the Bronx Museum
- Maintains a documented system of accounting policies and procedures; implements a system of controls over accounting transactions to minimize risk
- Collaborates with senior leadership in creating annual operating budgets; procedures the annual budget and forecasts
- Oversees the production of periodic financial reports; ensures reported results comply with generally accepted accounting principles or international financial reporting standards; reports significant budget differences to management
- Recommends benchmarks that will be used to measure the Museum's performance
- Provides financial analysis, with emphasis on capital investments, pricing decisions, and contract negotiations
- Works in partnership with City agencies, including the New York City Department of Cultural Affairs, creating reports and responding to inquiries
- Works with external auditors and provides needed information for the annual audit
- Liaise with the Treasurer of the Board of the Trustees; meets regularly with the Board's Finance, Investment, and Audit Committees
- Ensures compliance with local, state, and federal government requirements
- Prepares financial portions of grant reports and billings to ensure compliance with funder requirements
- Performs other related duties as necessary or assigned

### **Desired Skills/Qualifications**

- Excellent management and supervisory skills
- Excellent written and verbal communication skills
- Excellent organizational and time management skills
- Proficient in accounting and tax preparation software
- Proficient in Microsoft Office Suite or similar software

## **Cultural Commitment**

- Acts as an example to employees: mentoring and coaching junior staff
- Supports the Museum's vision and goals both externally and internally
- Commits to fostering, cultivating, and preserving a culture of diversity, equity and inclusion, while incorporating respectful communication, teamwork, and employee participation

## **Education and Experience**

- Bachelor's degree in Accounting or Business Administration required
- Certified public Accountant or Certified Management Accountant designation preferred
- Ten years or more of related experience required
- Demonstrated experience working in non-profit accounting
- Extensive use and knowledge of computerized accounting applications and software such as QuickBooks

## **Physical Requirements**

- Prolonged periods sitting at a desk and working on a computer
- Must be able to lift up to 15 pounds at times
- Able to travel as needed

## **To Apply**

Please email a resume and cover letter to [humanresources@bronxmuseum.org](mailto:humanresources@bronxmuseum.org) and include "Controller" in the subject line.

Selected applications will be contacted. Due to the high volume of resumes we receive, we will not be able to respond to phone calls or emails regarding the status of applications.

The Bronx Museum of the Arts is an equal opportunity employer.