Position Title: Chief Financial Officer

Reports to: President and CEO
Status: Full-Time, Exempt
Hours: Base hours M-F, 8a-4p; evenings and weekends as needed to meet deadlines, schedule/attend meetings, special events and senior management coverage.

Job Summary:
The Chief Financial Officer (CFO) is a key leader of the only museum of its kind in the nation, a museum of art, science, history, and achievement where we tell stories that build confidence, create a culture of lifelong learning, and unleash the full talent and genius of every individual. The CFO is responsible for managing the financial operations of the organization, ensuring the organization’s financial health and sustainability. This role will oversee all financial reporting, budgeting, forecasting, financial analysis, and compliance requirements. The CFO will work closely with the President and CEO, the COO, and the Board of Directors to develop and implement financial strategies that support the organization’s mission and goals.

Essential Responsibilities:

Financial Management
- Develop and implement financial strategies that support the organization’s mission and goals
- Manage and oversee all financial operations, including accounting, budgeting, forecasting, reporting and financial analysis.
- Develop, implement and maintain proper financial controls.
- Develop and implement appropriate cash management strategies.
- Oversee banking relations to maintain dependable and positive cash flow for the organization’s operation.
- Ensure the accuracy and completeness of financial records, including the general ledger, accounts payable and receivable, payroll, and other financial systems.
- Prepare and present monthly financial reports to the President and CEO and Board of Directors, providing analysis and recommendations as needed.
- Ensure compliance with all financial reporting and regulatory requirements, including tax filings, audits, and other reporting requirements.
- Manage relationships with external partners, including banks, auditors, and other financial service providers.
- Prepare payroll, ensure compliance with payroll-related reporting requirements.

Budgeting and Forecasting
- Develop and oversee the annual budgeting process, working closely with program managers and other stakeholders to develop realistic and achievable budgets.
- Monitor actual performance against budget and provide regular updates and analysis to the President and CEO, COO and Board of Directors.
- Develop and maintain financial forecasting models that support long-term financial planning and decision-making.

Strategic Planning and Leadership
- Work closely with the President and CEO and senior leaders to develop and implement strategic plans and goals that support the organization’s mission and vision.
• Provide leadership and mentorship to the finance team, fostering a culture of continuous improvement and professional development.
• Collaborate with other senior leaders to develop and implement strategies that support the organization’s mission and goals.
• Lead the capital budgeting process and coordinate financial planning for infrastructure expansion that supports the museum’s growth.

Board Relations and Reporting
• Report on the financial performance of the organization to the Board of Directors, including regular updates on budget performance, forecasts, and financial risks and opportunities.
• Prepare monthly financial statements in an accurate and timely manner.
• Facilitate operation of the Museum Board’s Finance Committee and annual Audit Committee and prepare and present related financial reports.
• Manage quarterly Peoria Riverfront Museum Foundation board meetings.
• Collaborate with the President and CEO and Board of Directors to develop and implement financial policies and procedures that align with the organization’s values and strategic goals.
• Represent the organization at internal and external events and meetings, providing financial guidance and support as needed.

Tax Filing and Compliance
• Oversee all tax filings and compliance requirements, ensuring that the organization is in compliance with all relevant laws and regulations.
• Coordinate financial audits, including preparation of supporting workpapers, draft GAAP financial statements and IRS form 990.
• Manage relationships with external auditors and other financial service providers to ensure compliance with all reporting and regulatory requirements.
• Ensure compliance with applicable federal, state and local statutes and regulations related to finance.
• Maintain a system of internal controls and appropriate checks and balances to safeguard assets and the reliability of financial statements.
• Coordinate proper insurance coverage for the organization.

Other
• Supervise and review Accounting Assistant’s work, ensuring correct account distribution, maintenance of support documentation, accuracy, timeliness, and completeness of payable, receivable and deposit transactions.
• Supervise other departments and functions at the direction of the President and CEO.
• Other duties likely to include management support or involvement with public policy and legal issues, IT, facilities, human resources, grants, and development of key community and philanthropic relationships.

Minimum Qualifications:
• Bachelor’s degree or above in appropriate field including coursework equivalent to that required for CPA certification; CPA or CMA a plus.
• Demonstrated knowledge of finance, accounting, budgeting and cost control principles, including Generally Accepted Accounting Principles (GAAP) and not-for-profit fund accounting.
• 3+ years of experience directing and managing the work of others.
• Strong leadership and management skills with experience building and leading high-performing teams.
• Passionate interest in mentoring others and working as a team.
• Proven track record of successful financial management, including experience developing and implementing financial strategies, managing budgets and overseeing financial reporting and compliance.
• Solid experience in short and long term budgeting and forecasting.
• Effective time management skills with the ability to prioritize tasks to achieve goals in a timely manner.
• Ability to effectively implement systems and processes.
• Working knowledge of computers and applications including but not limited to Microsoft Office, accounting software, and enterprise-wide operational software.
• General knowledge of not-for-profit ethical standards and procedures.
• Ability to work cohesively across teams, a variety of special interest groups, committees and with volunteers.
• Aptitude to properly train, direct, coach and motivate staff and volunteers.
• Ability to develop, communicate and evaluate goals that support mission.
• Passion for the museum and its mission.
• Skill to effectively communicate the cultural and educational values of PRM to staff and the public.

**Essential functions (ADA):**
• Ability to work a full-time schedule which may regularly include evenings, weekends and some holidays.
• Ability to communicate and interact verbally, both in person and over the phone.
• Ability to use personal computers and operate general office equipment.
• Substantial movements of the wrists, hands, and/or fingers.
• Exerting up to 10 pounds regularly, up to 30 pounds of force occasionally and/or negligible amount of force to lift, carry, push, pull or otherwise move objects.
• Visual acuity to determine the accuracy, neatness and thoroughness of work assigned.
• Ability to travel to and from job location.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee, and may include other duties as assigned.

Reviewed by: ___________________________________________ Date: ________________