



## **The Cummer Museum of Art & Gardens Employment Opportunity - Chief Financial Officer**

The Cummer Museum of Art & Gardens seeks a Chief Financial Officer (CFO) looking to support one of Northeast Florida's cultural gems and be both a strategic thinker and an articulate spokesperson for the objectives and ambitions of the institution at all times. Reporting to the Director & CEO, the CFO directs the efficient financial management of an art museum. The CFO will support the Director & CEO in efforts to ensure long-term financial stability, expand creative capacity, and enhance overall institutional reputation. The successful candidate will collaborate with the Executive Team on all strategic and tactical matters as they relate to budget management, cost benefit analysis forecasting needs and the securing of new funding while supporting the institution's vision of creating a relevant and accessible art museum built on a foundation of the highest quality artistic, garden, and educational programming.

### **About the Cummer Museum**

The Cummer Museum, an AAM accredited institution in Jacksonville, Florida, maintains one of the most significant collections of European and American art in the Southeast. The Museum's founders, Arthur and Ninah Cummer, assembled a private collection of 60 Old Master and 19<sup>th</sup>-century American paintings, forming the nucleus of the permanent collection. In 56 years, the permanent collection has grown through purchase and donation to more than 5,000 objects, whose dates of origin range from 2000 B.C. to the present. The strength of the collection is European (1300 - 1920) and American (1800 - 1940) paintings, but representative examples of ancient Mediterranean art, Japanese art, and 20<sup>th</sup>-century American art are included in the collection. The Museum also features one of the three finest collections of early manufacture (1710 - 1750) Meissen porcelain in the world. In addition to permanent collection rotations, the Museum also hosts 6 to 10 temporary exhibitions annually.

The Cummer Museum boasts one of the most important and delightful gardens in Northeast Florida. Idyllically located on the banks of the St. Johns River, the gardens have a fascinating history, stretching back more than 100 years, and bear the imprint of some of the foremost names in landscape design and horticulture, including Ossian Cole Simonds, Ellen Biddle Shipman, Thomas Meehan and Sons, and the fabled Olmsted firm. The involvement of these prestigious firms gives national importance to the gardens at the Museum. In addition to the lush plantings, features such as reflecting pools, fountains, arbors, antique ornaments, and sculptures help create a special outdoor space that provides a perfect complement to the Museum's collections. The Cummer Gardens are listed in the National Register of Historic Places.

Throughout the institution's history, the collections have served as the cornerstone in the Museum's mission - to "engage and inspire through the arts, gardens, and education." In accordance with the expressed wishes of its founder, Ninah May

Holden Cummer, it seeks to serve as “a center of beauty and culture” for the benefit of “all of the people.” Educational programs are presented through the Museum’s nationally recognized interactive learning center, Art Connections, winner of the prestigious IMLS Museum Services Award.

**Essential Function:**

The CFO will direct and be responsible for the organization’s accounting functions (including general ledger, accounts receivable, payroll, grants administration, and oversight of accounts payable), maintenance of financial records, and the preparation, promotion, and interpretation of financial reports for management and external groups. They will also set policy and provide financial direction ensuring financial compliance, sustainability, and oversight. The CFO will direct and be responsible for maintaining internal controls, forecasting, financial reporting, and budgetary controls. They will supervise relevant finance staff.

**Detailed Responsibilities:**

*Listed below are major duties and responsibilities of this position. It is not designed or intended to cover or contain a comprehensive listing of the activities, duties, or responsibilities of the employee.*

**Strategy, Vision and Leadership:**

- Support the Cummer’s mission, vision, and values by exhibiting the following behaviors: excellence and competence, collaboration, innovation, respect for individuals, commitment to our community, and accountability and ownership.
- Collaborate with Director & CEO to develop and implement institutional strategies and manage oversight of performance across museum departments.
- Develop the institution’s short- and long-term strategies on financial performance.
- Work as staff liaison with the Finance, Investment and Audit Committee.
- Lead the Executive Team in the annual budgeting and planning process; administer and review all financial plans and compare to actual results with a view to identify, explain, and correct variances as appropriate.
- Serve as staff liaison to the Chief Investment Officer to monitor and report on the performance of the Museum’s investment portfolio. Assist with periodic updates to the Investment Policy Statement to maximize return and minimize risk of the portfolio.
- Provide and interpret financial information and reports necessary to the Board of Trustees, the Finance, Investment and Audit Committee, the Director & CEO, and other department directors.
- Consistently analyze financial data and present financial reports in an accurate and timely manner; clearly communicate monthly, quarterly, and annual accrual based financial statements; monitor progress and changes to keep executive team abreast of Museum’s financial status.
- Examine, evaluate, recommend, and implement improvements to administrative and financial internal control systems and procedures.

### **Team Development/Leadership:**

- Oversee, direct, and organize the work of the Finance Department, developing short- and long-range Finance Department goals, objectives, policies, and operating procedures.
- Build and lead an effective Finance Department by hiring, training, and coaching a new Finance Department staff.
- Work with direct reports to establish goals for each year and advise on the progress to enhance the professional development of staff.
- Steward risk management.
- Identify and mitigate institutional risk by maintaining adequate insurance coverage and administering contractual relationships.
- Maintain internal controls and procedures.
- Monitor and analyze financial data; identify, research, and resolve any discrepancies.
- Prepare audit work papers, statements, and reports for the independent audit team. Serve as the primary contact during the annual and interim audits of financial reports.
- Maintain fixed assets software and ensure proper recording of new purchases, disposals, and depreciation.
- Prepare and review required filings including annual federal and state tax returns, sales and use tax returns, city and state registrations, grant applications, and financial reports.
- Work with the Advancement team to create annual and long-term fundraising goals that support the operating and program expenditure budgets.
- Maintain the financial records for donor funds.
- Work to strengthen inter-departmental communications to help achieve the Museum's long-term strategic plans.
- Monitor, approve, and maintain all contractual agreements involving the Museum.
- Represent the Museum at functions as assigned.

### **Knowledge, Skills and Abilities:**

- Bachelor's degree in accounting, finance and/or a degree with equivalent experience.
- CPA Certification or MBA preferred.
- Minimum five years in senior level administration and/or financial management required, preferably in the not-for-profit industry or public accounting.
- Significant supervisory experience in a non-profit environment and an ability to work with direct reports to establish goals for each year, coach, evaluate, and guide professional development.
- Demonstrated strategic thinking abilities and proven experience as a strategic partner.
- Demonstrated ability to form, lead and develop high-performing teams, preferably working within dynamic cultural organizations.
- Significant experience working with external boards and committees.
- Strong knowledge of US GAAP, internal controls, and financial reporting required.
- Superior analytical and project management skills; ability to manage multiple priorities efficiently and effectively, with strong follow-through.

- Experience working with investment advisors and knowledge of invested assets.
- Ability to represent the Museum with a high level of integrity and professionalism, adhere to Museum policies, and support management decision in a positive, professional manner.
- Ability to build and maintain effective positive working relationships with management, the Board of Trustees, donors, vendors, and visitors.
- Ability to manage multiple assignments, meet deadlines, and adapt easily to handle emergent requests.
- Hands-on experience with financial software.
- ADP (Pay eXpert and G/L interface) software experience preferred.
- Expertise in MS Excel
- Successful experience in grants management as it relates to compliance and reporting of government, corporate, and foundation grants is preferred.
- Strong attention to detail and analytical and problem solving skills.
- Excellent organizational skills and process/project management abilities.
- Self-motivated to learn new concepts and participate in new projects.
- Flexibility and respect for cultural diversity.
- Must have excellent work habits, including a willingness to work the hours necessary to get the job done especially when important deadlines cause greater than normal departmental pressures.

Qualified applicants send cover letter, resume and salary requirements to the Cummer Museum of Art & Gardens, Attn: Human Resources Department, 829 Riverside Ave, Jacksonville, FL 32204 or [jobs@cummermuseum.org](mailto:jobs@cummermuseum.org).