



NEW EMPLOYMENT OPPORTUNITIES

Please apply directly to kendra@vanderbiltmuseum.org

Job Title: Director of Finance/Full time

Summary: The Suffolk County Vanderbilt Museum seeks a detail-oriented and experienced finance professional with a background in non-profit financial management and business operations. The Director of Finance will oversee the museum's daily financial activities and business office, ensuring accuracy, efficiency, and fiscal responsibility. Reporting directly to the Executive Director, this individual will play a key role in strategic financial planning and will serve as a member of the museum's senior management team.

Salary Range/Exempt: \$75,000-\$85,000 per year

Location: Suffolk County Vanderbilt Museum and Reichert Planetarium, 180 Little Neck Rd., Centerport, NY 11721

Hours: Year-round full-time position, Monday to Friday, 9 AM – 5 PM range, **in person**. Hours may extend past 5 PM for project work and meetings.

Essential Duties and Responsibilities:

- Oversee the museum's daily financial operations, including accounts payable and receivable, vendor accounts, bank records, deposits, and reconciliations. Manage financial platforms such as Apple Pay, Amazon, Blackbaud, and credit card processing systems, ensuring accurate tracking and reconciliation.
- Collaborate with accountants and auditors to meet tax and financial reporting requirements, including the annual audit. Oversee the preparation of 1099s, file reports with government agencies, and ensure compliance with all applicable regulations and laws.
- Manage the museum's operating and capital budgets, cash flow, revenue analysis, and forecasting.
- Conduct financial analysis and comparisons of yearly revenues and expenses.
- Manage grant financials, track income and expenses, prepare pertinent reports.
- Prepare financial reports for the Executive Director, Finance Committee, and the Board of Trustees, and serve as liaison to the Board Treasurer.
- Create budgetary presentation with the Executive Director for the monthly Board of Trustees meeting.
- Manage and process Suffolk County Hotel/Motel funds contract, budget, and vouchers.

- Work in conjunction with the Human Resources Supervisor regarding compensation and benefits.
- Act as the primary backup to the Human Resources Supervisor for payroll operations, including record-keeping, processing Time Off Requests, approving timecards in the museum's payroll system (currently Paychex Flex), and downloading payroll reports. Assist with garnishments, 403(b) distributions and matching, AFLAC check remittances, and liaise with the Paychex Flex representative as needed.
- Review payroll journal, labor costing, general ledger, and other reports for accuracy, as needed.
- Manage and review full-time employee 4-week monthly accrual sheets for audit.
- Oversee on-line payments and bank transfers.
- Oversee 403(b) accounts and liaise with 403(b) administrator.
- Manage insurance policies, medical benefits, Aflac insurance, disability reporting, U.S. Census reporting, and all other business matters.
- Oversee the budget of the gift shop including merchandise purchase and inventory, supplies, accounts payable, shipping, and vendors.
- Oversee preparations for quarterly sales tax return for gift shop and café.
- Oversee credit card expenditures and transactions.
- Support the Executive Director in managing the annual permitting process for the Celebration Tent.
- Establish and maintain proper electronic recordkeeping databases and automatic procedures for all financial data.
- Handle all financial information in a confidential manner.
- Perform other related duties as assigned.

Skills:

Excellent oral and written communication

Excellent technical literacy

Superb problem-solving skills

Excellent business acumen

Diplomacy and professionalism

Experience:

BA in Accounting, Finance, or Business Administration (MA a plus)

Strong understanding of accounting, finance, and management principles

In-depth knowledge of accounting software and financial analysis

Excellent communication and interpersonal skills

Five-plus years of fiscal management experience

Prior museum experience a plus

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Language Ability: Ability to read, analyze, and interpret financial reports and legal documents. Ability to respond to common inquiries or complaints from the public and vendors, regulatory agencies, or members of the business community.

Reasoning Ability: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee will be occasionally required to stand, walk, bend, stretch, and lift; use hands; and reach with hands and arms.

Benefits: 403(b) matching, medical health insurance, life insurance, paid holidays, accrued vacation, and sick time, personal time, dental and vision insurance.

Schedule and work location: Full time, **in person**, Monday through Friday, 9 AM to 5 PM range, with hours that may extend past 5 PM for project work and meetings.

Ability to commute/relocate: Reliably commute or plan to relocate before starting work.

