

KQCM seeks ambitious, solution-oriented candidates who thrive in fast-paced, collaborative environments.

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Job status:	Full-Time, Exempt
Position reports to:	President & CEO
Position oversees:	Accounting Assistant
Salary range:	\$70,000 - \$90,000
Work week:	Monday-Friday
Benefits:	PTO; Medical, Dental, and Vision Insurance; 401k

The Finance Manager is a vital role that supports the President & CEO to maintain the financial health of the organization. The Finance Manager contributes to the development and implementation of strategic plans and policies to sustain and progress the organization.

This position utilizes strong communication, leadership, presentation skills, and an acute attention to detail. The Finance Manager works cohesively with all levels of employees including the Board of Trustees, Finance Committee, President & CEO, Directors Team, and Managers Team.

### **Experience and Qualifications:**

- Bachelor's Degree in Accounting or Finance, with at least 3 years' experience in non-profit accounting required.
- Proficiency in Microsoft Office Platform and QuickBooks required.
- Experience with Altru or Blackbaud products preferred.
- Strong written, verbal, and presentation communication skills.
- Proven ability to improve organizational effectiveness and operations management.
- Experience in budget organization-wide development and oversight.
- Ability to provide multiple perspectives, approach situations objectively, and problem-solve.
- Ability to manage and guide employees to ensure financial processes are followed.
- Ability to perform and meet deadlines in a diverse, fast-paced, collaborative environment.
- Passion for early childhood development a plus.

### **Responsibilities and Duties:**

- Manage the organizational budget of approximately \$5m.
- Oversee Accounting Assistant responsible for accounts payable/receivable, daily reconciliations, and payroll.
- Provide and interpret monthly financial reports to Directors & Managers Teams.
- Effectively present financial statements to the Finance Committee on a monthly basis.
- Implement a grant and pledge management and reporting system to ensure that financial data and cash flow are steady and support operational requirements.
- Manage the preparation of the organization's budget.
- Coordinate the annual audit process.
- Update and implement all necessary business policies and accounting practices, improving the overall function of the Finance Department.
- Be knowledgeable of industry trends and evolve practices accordingly.
- Support museum events and programs.

In order to serve the best interest of museum patrons, KQCM will:

- conduct a criminal background check on all prospective employees
- require proof of immunizations within thirty days of employment

The recruitment for this position is being managed by Another Source, an external recruitment firm. Inquiries should be directed to [www.anothersource.com](http://www.anothersource.com) 206.241.8906

### **Apply Here:**

[https://app.jobvite.com/j?aj=oSSh5fwQ&s=Employer\\_Website](https://app.jobvite.com/j?aj=oSSh5fwQ&s=Employer_Website)