

# Contemporary Arts Museum Houston

## Employment Opportunity | Controller

### About the Museum

Contemporary Arts Museum Houston (CAMH) is a non-collecting institution dedicated to presenting the best and most exciting international, national, and regional art of our time. Founded in 1948, the Museum prides itself on presenting new art and documenting its role in modern life through exhibitions, lectures, original publications, and a variety of educational programs and events.

CAMH occupies an iconic stainless-steel building in the heart of the Houston Museum District. This highly recognizable building was designed for the Contemporary Arts Museum Houston by the award-winning architect Gunnar Birkerts and opened in 1972. The building's two floors of gallery space offer six to eight exhibitions each year.

### CAMH's Mission

Contemporary Arts Museum Houston presents extraordinary, thought-provoking arts programming and exhibitions to educate and inspire audiences nationally and internationally.

### Description

The Controller is a full-time, exempt member of Contemporary Arts Museum Houston's director-level administrative staff. The Controller maintains accurate financial records and provides timely financial reports to the Executive Director, Director of Finance and Strategic Resources, Board of Trustees, and entities as required and/or requested. The Controller has primary responsibility for managing the day-to-day financial goals of the Museum and for maintaining payroll and personnel records. The Controller provides essential support to the Development staff for recording of revenue sources and uses and to other senior staff in expenditure recording and controls. In consultation with the Director of Finance and Strategic Resources, the Controller has responsibility for maintaining internal controls and safeguarding the Museum's assets and financial infrastructure.

**Reports to:** Director of Finance and Strategic Resources

**Supervises:** Accounting Assistant (with Director of Finance & Strategic Resources)

### Principle Duties and Responsibilities

*Responsibilities include but are not limited to the following:*

- Ensures compliance with generally accepted accounting principles and federal, state, and local laws and advises the staff on best practices regarding the accounting and payroll related functions.

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- As primary fiscal manager of the Museum collaborates closely with the Director of Finance and Strategic Resources to manage cash position, cash flow, monitor endowment funds with investment counsel, maintain and enforce fiscal policies, procedures, and internal controls of the Museum.
- Prepares financial information for and works with the auditors as required; reviews internal controls and audit results with the Executive Director and the Director of Finance and Strategic Resources and auditors at the conclusion of the audit.
- Reconciles general ledger accounts to reporting schedules on a monthly basis making journal entries as needed to ensure its accuracy.
- Produces monthly financial statements and projections. Provides financial modeling on an ad-hoc basis
- Primary liaison to financial software vendors (Blackbaud) and support systems.
- Organizes, maintains and controls accounts receivable and accounts payable.
- Maintains accurate, up-to-date and confidential personnel records for current Museum employees.
- Processes, maintains, and verifies payroll information on a semi-monthly basis and serves as the primary liaison to the payroll system.
- Supervises and maintains the Museum's bank and investment accounts and policies; processes, monitors, and verifies information provided by the institutions holding the Museum's financial assets.
- Prepares and processes taxes and related reports and returns in compliance with applicable Federal, State, and local laws and regulations.
- Works with the Director of Finance and Strategic Resources to prepare and periodically report on the budget for presentation to the Board of Trustees.
- Provides significant counsel to the Director of Finance and Strategic Resources regarding budget control and expense management. Advises Leadership in forecasting revenue, expenses, and their timing.
- Works closely with the Director of Development and members of the development staff, providing support, counsel and major assistance with grant applications and interim and final grant reports. Ensures that the financial records of the Museum agree with periodic and annual reports from the Development Department.
- Assists the Executive Director and Director of Development in assuring compliance with donor restrictions.
- Attends and presents at Finance Committee meetings; attends Board meetings as requested.
- Maintains financial information for Museum retail functions, provides financial retail assistance as requested; reports on retail revenue and expenses as requested.
- Provides counsel and assistance to curatorial and education departments in regard to exhibition contracts, expense forecasts, and related invoicing.
- Maintains strict confidentiality regarding requests, reports, and budgets that often contain sensitive and proprietary information.

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## Qualifications

- BBA or BA in accounting
- Proven ability to manage fiscal non-profit audits and 990 preparation
- Five or more years' experience as a controller, preferable with a non-profit, museum, or other cultural institution
- Accuracy, self-correcting, solution-oriented, integrity, and discretion
- Proven ability to manage the day-to-day operations of a finance department and provide financial counsel
- Proven ability to enhance and streamline processes and transition the finance department to an electronic and paperless environment.
- Proven ability to work well with colleagues
- Ability to work in a team while maintaining independent point of view
- Proven record with Blackbaud, Raiser's Edge, Microsoft Office software applications and other current programs and technology especially those used in non-profit accounting and operational management

## Salary and Benefits

You will be eligible to participate in CAMH's health insurance benefit plans and have the opportunity to contribute to a pre-tax health and childcare savings plan. You are eligible for 24 Paid Time Off (PTO) days annually. These benefits will commence on the first day of the 3rd full month after your employment begins. You will also have the opportunity to contribute to a 403(b) retirement plan. The starting salary range is \$65,000 per year and compensation will be commensurate with experience.

## Submission Process

Email cover letter, resume, and professional reference list to: [finance@camh.org](mailto:finance@camh.org)

Applicant review will continue until the position is filled. **Please indicate your last name and "CAMH Controller" in the subject line (e.g., "Last Name | CAMH Controller"). No phone calls, please** — candidates whose qualifications are best aligned with the components of this job description will receive a response. Salary is commensurate with experience. CAMH offers an attractive and competitive benefits package.

Contemporary Arts Museum Houston fully subscribes to the principles of Equal Employment Opportunity. It is our policy to provide employment, compensation, and other benefits related to employment based on qualifications, without regard to race, color, religion, national origin, age, sex, veteran status, disability, sexual orientation, gender identity and expression, or any other basis prohibited by federal, state, or local law. In accordance with requirements of the Americans With Disabilities Act, it is the Museum's policy to provide reasonable accommodation upon request during the application process to eligible applicants in order that they may be given a full and fair opportunity to be considered for employment.