

**Job Title:** Director of Finance & Operations

**State Equivalent Pay Grade:** 28

**FLSA Status:** Full-time, exempt

**Supervisor:** Executive Director

**Last Revised:** November 20, 2022

### **General Description**

The Director of Finance & Operations is responsible for management of all VHS financial functions, including financial statement preparation, personnel administration, grant accounting, and day-to-day bookkeeping operations. The position is also responsible for supervising and administering all operational contractors, including facilities, IT, and security. The Director of Finance & Operations is a member of the senior management team and may be called on to supervise other staff as needed.

### **Finance Responsibilities**

- Function as the Society's chief fiscal officer, including preparation and management of the operating budget, and as principal advisor to the Executive Director on fiscal matters.
- Function as the Society's personnel, benefits, and compliance officer. Process payroll and benefits. Monitor employee job classifications and step increases as well as maintain personnel files.
- Responsible for operation of VHS accounting system, including fund source accounts, receipts, expenditures, endowed and restricted funds, fixed-assets, reporting on private-sector and government grants, cash-flow management and analysis, and timely reporting on the financial status of the Society's appropriations, revenues, and expenditures.
- Manage daily cash balances in the operating account, making transfers as required.
- Process accounts payable invoices, print checks, obtain appropriate signatures, and maintain files. Prepare monthly invoices and accounts receivable, including grants and lease payments.
- Oversee the museum store POS system, payment of sales taxes, and depreciation of inventory.
- Work closely with the Society's auditors on the preparation of the annual audit of the VHS finances and 990 filing.
- Serve as the Society's fiscal liaison with the State of Vermont's Department of Finance & Management, including working closely with the Executive Director on preparation of the Society's annual appropriation requests, capital budget requests, and other financial interaction with state government.
- Oversee and maintain VHS insurance coverage and contracts.
- Other duties as assigned.

### **Operational Responsibilities**

- Prepare and execute rental/lease and maintenance contracts.
- Supervise the work of the property management contractors for VHS-owned property.
- Supervise IT contractors and manage IT purchasing.

- Schedule and oversee repair and maintenance of VHS facilities and physical plant, including various annual inspections.
- Primary point of contact for periodic capital projects.
- Monitor HVAC controls.
- Schedule office equipment maintenance and repairs.
- Maintain VHS automobile.
- Primary liaison with lease holders (State Library and ACCD).
- Other duties as assigned.

### **Relationships**

The Director of Finance and Operations reports to the Executive Director and works collaboratively with other VHS staff, committees, Board members, and volunteers.

### **Environmental Factors**

- Duties are performed in a standard office setting, based in Barre, Vermont.
- Certain duties will require heavy workloads and tight deadlines
- Driving the company car requires a valid Vermont driver's license

### **Required Qualifications & Experience**

- Bachelor's degree or equivalent experience in accounting, bookkeeping, or finance.
- Five or more years of bookkeeping or accounting experience.
- Excellent verbal and written communication skills.
- The ability to read, understand, and manage contracts.
- The ability to exercise good judgment with minimum supervision.

### **Desirable Qualifications & Experience**

- Expertise in non-profit and fund accounting.
- Experience working with contractors, especially facilities/systems