

Menil Foundation, Inc.

Position Description

Title: *Chief Financial Officer*

Department: Finance

Reports to: Director, Menil Collection and Foundation

General Responsibilities:

The Chief Financial Officer (CFO) partners closely with the Director and is a key member of the Executive Team of the Menil Collection. S/he is responsible for all strategic financial matters and the oversight of the daily financial business of the Menil Foundation, Inc. S/he works collaboratively with the Deputy Director/Chief Operating Officer and has primary responsibility for the Museum's financial operations, including creation of the strategic direction, development of the annual operating budget, development of special budgets and forecasts, management of the endowment, establishment of the financial reporting system and presentation to the Finance Committee (which manages the Menil's endowment), the Audit Committee (which handles the budget and related matters as well as traditional audit matters) and the Board of Trustees. The CFO oversees all compliance for contracts and private grants as well as acting as liaison with the Menil's independent auditors. The CFO recommends and implements appropriate policies and internal control procedures to protect the Menil's assets and ensure accountability and solvency.

Specific Duties:

Finance

1. Direct the accounting and related financial activities of the Menil Foundation to ensure sound financial administration. Recommend appropriate policies and establish internal control procedures to safeguard the assets of all its activities.
2. With Senior Staff, prepare and direct the Foundation's annual operating and capital budgets, including income producing property, and present to the Foundation's Board of Trustees. Serve as liaison to department managers on accounting/financial matters including the operating and capital budgets.
3. Direct preparation, review, and analysis of monthly financial reports to ensure that the Foundation's financial condition is in accordance with the guidelines established by the Director, the Board of Trustees, and generally accepted accounting principles. Provide regular financial reports to the Audit Committee, the Board and the Director on the Foundation's financial status.
4. Direct preparation, review, and analysis of special financial reports for use by the Director, Senior Staff, and Board of Trustees. These reports include long-range financial forecasting, including those necessary to assist the Board and Advancement in fundraising activities.

Investment Portfolio/Endowment

1. In communication and cooperation with the Finance Committee, monitor investment policy, allocation targets, underperformance of investment advisors and recommend revisions when necessary and appropriate.
2. Establish and maintain accounting control over the Foundation's restricted and endowment funds.

Audit/Tax Returns

1. Direct preparation for annual audit and other audit activities. Coordinate issuance of the audited financial statements.
2. Manage preparation of tax returns and related reports to ensure compliance with governmental reporting requirements.

Insurance /Risk Management

1. Manage the financial risk management and insurance programs, including an annual review of all insurance policies and recommend changes as needed or warranted.
2. Report to Director on all important activities and issues on a regular basis.
3. Secure placement of insurance through consultation with Director, Deputy Director/COO, and Chief Registrar.
4. Manage and participate in projects to enhance the safeguards, legal compliance over the Foundation's affairs, security programs, and capital and maintenance programs.

Administration

1. As a member of the Executive Team, contribute to the policy making and management of the Foundation. Attend Board of Trustees, Audit Committee, Finance Committee, Collection Committee, Real Estate, and Employee Retirement Benefit Plan meetings.
2. In cooperation with the Director of Human Resources, manage preparation of all 401-K plan amendments, monitor performance, test plan compliance, and direct preparation in annual audit.
3. Monitor and uphold the terms and conditions of lease agreements with Bistro Menil and other tenants.
4. Oversee statistical reporting (such as AAMD), monitoring of the annual budget and placement of all insurance programs.
5. Responsible, together with the Deputy Director/Chief Operating Officer, for the engagement and oversight of outside counsel.
6. Responsible, together with the Deputy Director/Chief Operating Officer, for the drafting, review and/or maintenance of contracts and agreements made by and between Foundation departments.
7. Continue personal professional development.

The successful candidate will have a bachelor's degree in finance, or related field; CPA required, master's degree preferred. Minimum ten years' experience, preferably working within a similar non-profit environment. Candidates must have sound technical skills, analytical ability, good judgment, with strong interpersonal/communication skills to foster effective working relationships at all levels.

Salary and benefits competitive and commensurate with experience. Please send resume, cover letter, and salary requirements to: Human Resources, The Menil Collection, 1511 Branard Street, Houston, Texas 77006. Application materials may also be emailed to: smmaloch@menil.org