

Director of Finance



INCUMBENT: Vacant
REPORTS TO: NCM President & CEO
LOCATION: Bowling Green, KY
STATUS: Full-time, Exempt
DATE: Open Until Filled

TO APPLY: Please submit a letter of interest, resume, and three professional references to HR@corvettemuseum.org

DESCRIPTION

The Director of Finance is a leadership team member position that directs the overall financial plans, accounting practices, and financial policies of the National Corvette Museum (NCM), NCM Motorsports Park (MSP), and NCM Insurance Agency. This position oversees accounting, budget, cash management, tax and audit activities as well as financial and accounting system controls and standards to ensure timely financial reporting.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Prepare or direct preparation of financial statements, business activity reports, financial position forecasts, annual budgets, and other reports.
- Provide management, oversight, and supervision to all assigned direct reports and departments.
- Analyze the financial details of past, present, and expected operations in order to identify areas for improvement and ideas for development.
- Provide direction and assistance to leadership team regarding accounting and budgeting policies and procedures, and efficient control and utilization of financial resources.
- Possess and maintain a working knowledge of, and ensure compliance with, federal and state laws in all areas of accounting.
- Ensure accurate and timely processing of accounts payable items, acting as an authorized signer on company checks.
- Ensure accurate and timely management of accounts receivable components.
- Provide information needed to prepare tax returns.
- Coordinate and oversee the annual financial audit process and assist with preparation of items requested by auditors.
- Communicate with general liability insurance agents throughout year as needed and at renewal.
- Participate in professional development activities and maintain professional affiliations and certifications.
- Responsibilities are not all inclusive, additional duties may be assigned.

EDUCATION/EXPERIENCE

- Bachelor's degree in accounting or finance required. Master's degree preferred.
- Seven to ten years of progressive accounting experience with a minimum of five years in a management position.
- CPA designation preferred.

QUALIFICATIONS

- Strong analytical and problem-solving skills with the ability to clearly present and communicate technical and management concepts.
- Strong verbal and written communication skills.
- Must possess a high level of social intelligence and superior interpersonal skills.
- Strong work ethic and unquestioned personal and professional integrity.
- An extremely organized, disciplined, self-directed, hands-on and process-oriented individual who is not afraid of digging into details when necessary.
- Thorough understanding of applicable accounting related laws, regulations, and best practices in both the non-profit and for-profit sector.
- Excellent leadership skills with the willingness and desire to contribute to and drive business strategy.
- High level of commitment to team and company values.
- Proficient in Microsoft Office Suite.
- Willing to travel as needed.
- Valid state driver's license required.

ESSENTIAL PHYSICAL REQUIREMENTS

- Ability to sit at a desk for one or more hours at a time.
- Ability to lift and carry up to 10 lbs.
- Ability to operate computer and other office equipment.
- Must have sufficient mobility to move around the office and Museum.