

# Director of Accounting



**INCUMBENT:** Vacant  
**REPORTS TO:** 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](mailto:HR@corvettemuseum.org).

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## DESCRIPTION

The Director of Accounting is a leadership position that will oversee and manage all aspects of the company's financial operations of the National Corvette Museum, NCM Motorsports Park (MSP), and NCM Insurance Agency (NCMI), including budgeting, cash management, forecasting, tax, and audit activities. The Director of Accounting will also maintain and improve internal controls and standards to ensure timely and accurate financial reporting.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

- Produce accurate and timely financial statements and reports for month-end, year-end, budget, forecast, and financial analysis.
- Ensure prompt completion of monthly, quarterly, and annual month-end closings.
- Analyze past and present financial details to identify areas for improvement and ideas for development.
- Implement new procedures to enhance efficiency and financial control.
- Participate in strategic decision-making by providing financial insights.
- Provide management, oversight, and supervision to all assigned direct reports and departments.
- Provide direction and assistance to the leadership team regarding all accounting policies and procedures.
- Possess and maintain a working knowledge of and ensure compliance with federal and state laws in all areas of accounting.
- Manage the cash flow to ensure financial stability and efficient resource utilization.
- 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.
- Coordinate annual audits and provide relevant documentation to external auditors.
- Provide information needed to prepare tax returns.
- Oversee charitable gaming procedures and compliance for company raffle program.
- Communicate with corporate insurance agents throughout the year as needed and at renewal.
- Participate in professional development activities and maintain professional affiliations and certifications.
- Responsible and committed to displaying, communicating, and supporting the mission, vision, brand promise, and core values.
- Responsibilities are not all-inclusive; additional duties may be assigned.

## **EDUCATION/EXPERIENCE**

- A bachelor's degree in accounting or finance is required. Master's degree preferred.
- 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 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 unafraid to dig into details when necessary.
- Thorough understanding of applicable accounting-related laws, regulations, and best practices in non-profit and for-profit sectors.
- 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.
- Ability to lift and carry up to 10 lbs.
- Ability to operate computers and other office equipment.
- Must have sufficient mobility to move around the office and Museum.