



To apply for this job

Email or mail a cover letter, resume, and writing sample to:

Explora

Attn: Joe Hastings, Executive Director

1701 Mountain Rd NW

Albuquerque, NM 87104

jhastings@explora.us

Position open until filled

Position: Associate Director of Finance and Administration

Group: Finance and Administration

Reports to: Executive Director

Date last updated: 6.21.2019

FLSA status: 40 hours per week (full time); non-exempt

Salary range of \$45-53k based on experience and qualifications.

Excellent benefits include full health care and 9% cafeteria plan contribution.

Position Summary:

The Associate Director of Finance and Administration (ADFA) reports to the Executive Director (ED) and is responsible, directly and through others, for many of the important administrative functions at Explora, including accounting, finance, grant administration, investments, risk management, legal compliance, insurance coverage, vendor relations, IT, HR administration, business analytics, etc. As a part of the senior leadership team, the ADFA will be involved in a range of organizational projects and initiatives, providing excellent internal and external customer service to help Explora thrive.

She or he will work closely with the Executive Director, Deputy Director (DD), and leadership team in putting Explora's Cradle Through Career STEAM Learning strategic plan into action. With the ED, the ADFA will act as a liaison to the board of directors' finance committee, working with the committee to ensure fiscal strength and compliance. The ADFA will continually evaluate and improve internal systems and processes, with an eye toward efficiency, impact, and future needs.

The ADFA will work closely with the members of the leadership team to learn and support their work and that of their departments, including training, data gathering, reporting, systems development, process improvement, and other assistance and guidance.

Essential Duties and Responsibilities:

Finance and Budgeting

The Associate Director of Finance and Administration will have overall financial management responsibility including the preparation and/or supervision of daily, weekly, monthly, quarterly, and annual financial reconciliations and reporting materials for the ED, DD, other staff, the board of directors, and outside stakeholders. S/he will oversee budgeting, financial forecasting, cash flow, coordination of audit activities, IRS and other government reporting, accounts payable and receivable, payroll, daily deposits, bank reconciliations, benefits administration, etc. The ADFA will support fundraising efforts and the implementation of grant projects: s/he will prepare budgets, reports, proposals, applications, and other documents related to private, city, state, and federal grants, both for internal and external clients. The ADFA and accounting team will gather, report on, and present other business data such as admissions, membership, event attendance, etc. to help Explora staff to understand and do their jobs better.

Administration/Operations

The ADFA will partner with ED, DD, and the rest of the management team to support staff and to improve existing and develop new processes, practices, and procedures in pursuit of the organization's mission, increasing the positive impact on the community and supporting the culture that makes Explora unique while keeping the organization in regulatory compliance.

S/he will maintain, evaluate, and improve Explora's information technology infrastructure, including managing in- and out-of-house IT services to support key administrative and organizational initiatives.

The position is responsible for a variety of other administrative duties and functions including vendor relations; insurance review, selection, and reporting; inventory; real estate management; government relations; benefits administration; legal engagements; contract oversight; and other areas, some defined and some emerging.

The ADFA will have administrative responsibilities related to Explora's recruitment, on-boarding, and training of staff. This will include management of HR administrative processes in support of departmental and organizational goals and needs.

Qualifications:

The ADFA will have at least 5+ years of experience, with at least three years managing the finance and administration of a \$3-\$10 million organization or business unit. The successful candidate will have experience in senior leadership of operationally effective organizations with multiple functional areas. The ADFA will have employed human and technological tools to solve problems, improve organizational outcomes, and plan for the future. Nonprofit experience is required, with a strong preference for someone who has grant administration experience and who has worked in a fast-paced, mission-driven organization.

Other Qualifications include:

Demonstrated experience in financial management and accounting

- Experience with audit, legal compliance, and budget development
- Organization development and human resources management experience
- General management skills and specific experience managing accounting staff
- Interest in data and how it can be used to improve performance and organizational effectiveness
- Proven effectiveness managing others, empowering them to get work done and make good decisions
- Technologically savvy, with experience overseeing information technology staff and vendors
- Experience effectively communicating, including presentations to staff, senior management, board of directors, and outside partners/influencers/clients
- Success seeing beyond the numbers, identifying trends and new possibilities
- Bachelor's degree with an advanced degree and/or CPA preferred

Personal Qualifications

The successful candidate will have the following:

- Excellent interpersonal and team skills, extremely collegial
- Outstanding communications skills, written and oral
- Demonstrated resourcefulness and good judgment
- Hands-on style, leading by example, with an ability to see the big picture and do the little work
- Interest in a diversity of thought, backgrounds and perspectives
- Ability to multi-task while maintaining vigilant attention to details
- Good attitude and sense of humor
- Strong integrity and ethics
- Curiosity, constantly looking to learn and apply best practices
- Interest in others' personal and professional goals, with experience mentoring, coaching, and training others
- Connection to and excitement about Explora's mission, vision, and values

Functional Work Characteristics:

- Requires sufficient skills to work in a business environment, including organizing, coordinating, exercising daily decision-making, analyzing, and interpreting
- Requires effective eye-and-hand coordination and manual dexterity
- Requires standing and walking approximately 25% of the time, with regular need to perform physical actions that include sitting, stooping, kneeling, crouching, crawling, reaching, handling materials, pulling, carrying, and pushing
- May occasionally require lifting of various materials and equipment to a maximum of 50 pounds

Work Conditions:

- Most essential duties are performed in a museum and office environment with exposure to a variety of business equipment and other pertinent materials normally found in this type of work setting.
- Museum facilities may expose incumbent to high noise levels, temperature changes, liquid nitrogen, helium gas, electrical exposure, unpredictable ventilation, dust, and physical obstacles.
- Work is normally performed in an area of limited privacy.

Employment Screening and Compliance:

- Background check required.
- Employee must comply with all operational policies, especially those involving the safety of fellow workers, volunteers, and client/customers.
- Employee must maintain a current and valid driver’s license to perform work duties if position requires activities that require travel by motor vehicle, whether personal or company car.
- Position may require a person to be bonded.

Explora Science Center & Children’s Museum IS AN EQUAL OPPORTUNITY EMPLOYER

Employee Acknowledgement:

This job description is intended to convey information essential to understanding the scope of this position. It is not intended to be an exhaustive list of skills, efforts, duties, responsibilities, or working conditions associated with the position. Explora maintains the right to augment or delete duties and responsibilities as business needs dictate.

I have read and understand the entire contents of this job description, including the work demands and expectations of this position. I understand that my employment at Explora is employment “at will” and may be concluded at the convenience of Explora Science Center and Children’s Museum of Albuquerque. I am aware of my right to notify my employer of any reasonable accommodation that may be necessary to perform this work. I further believe to the best of my knowledge that I am able to perform these duties and responsibilities. If I determine that an accommodation may be necessary at a later date, I shall notify my employer. I understand that my employer maintains certain rights as well under the *Americans with Disabilities Act (ADA)*.

Employee Signature

Date

Director Signature