



Immediate Job Opening: Controller

Mercer Museum & Fonhill Castle, operated by the Bucks County Historical Society

Organizational Background

Located in Doylestown, Bucks County, PA, the Mercer Museum & Fonhill Castle, operated by the Bucks County Historical Society, are two historic concrete castles that celebrate the life and legacy of Henry Chapman Mercer (1856-1930), American archaeologist, anthropologist, ceramicist and scholar.

The Mercer Museum, one of Bucks County's premier cultural attractions and a Smithsonian affiliate, features both local and national seasonal exhibits as well as a core museum collection of over 50,000 pre-Industrial tools. This permanent collection offers visitors a unique window into pre-Industrial America and is one of the world's most comprehensive portraits of American material culture. Fonhill Castle was home to Henry Chapman Mercer and served as a showplace for his collection of tiles and prints. Fonhill Castle features Mercer's renowned, handcrafted ceramic tiles designed at the height of the Arts and Crafts movement.

Position Overview

Reporting to the President & CEO of the Bucks County Historical Society (BCHS), the Controller will be responsible for oversight of all finance, accounting and reporting activities. The Controller will be involved in supporting presentations to relevant board finance committees and will work closely with the senior leadership team to support the financial needs and operations for all departments.

The Controller will lead all day-to-day finance operations of an overall budget of \$3 million (split between two separate 501c3 organizations) including functional responsibility over accounting, accounts payable, accounts receivable, payroll, and grants administration. The Controller will ensure that BCHS has the systems and procedures in place to support effective financial program implementation and conduct flawless audits. The Controller will work closely with senior management and their staffs to ensure smooth financial functioning throughout the organization.

Responsibilities:

Finance and Accounting Leadership

Oversee all accounts, ledgers, and reporting systems ensuring compliance with appropriate standards and regulatory requirements.

Maintain internal control and safeguards for receipt of revenue, costs, and program budgets and actual expenditures.

Coordinate all audit activity.

Consistently analyze financial data and present financial reports in an accurate and timely manner; clearly communicate monthly, quarterly, and annual departmental and organizational financial statements; monitor progress and changes and keep senior leadership abreast of BCHS' financial status.

Assist BCHS nonprofit's leadership in the annual budgeting and planning process; administer and review all financial plans and compare to actual results with a view to identify, explain, and correct variances as appropriate.

Engage the board's finance and investment committees around issues and trends in financial operating models and delivery.

Oversee all financial, project/program and grants accounting; ensure that expenditures are consistently aligned with grant and program budgets throughout the grant/fund period; collate financial reporting materials for government, corporate, and foundation grants.

Manage organizational cash flow forecasting by working in partnership with senior management; continuously collaborate with senior management to assess the financial efficacy of program operations and establish finance and administrative systems to support operations.

Manage and track the performance of invested assets in keeping with policies and investment guidelines.

Team Leadership

Leverage strengths of the business office, and develop and procedures to maximize and reach organizational goals.

Provide leadership in strengthening internal communications with staff at all levels throughout the organization; create and promote a positive and supportive work environment.

Qualifications

This is an opportunity for a leader with a minimum of five to eight years of accounting and finance experience, ideally beginning in accounting and audit, followed by experience gathering, evaluating, presenting and reporting financial information to senior management team and external stakeholders. They will ideally have experience in a complex nonprofit that has multiple programs/arms.

- Personal qualities of integrity, credibility, discretion and unwavering commitment to BCHS mission; a proactive, hands-on strategic thinker who will own, in partnership with the President & CEO, the responsibility for the organization's financial reporting and fiscal well-being.
- Minimum of a BA; CPA and/or MBA preferred
- Solid experience coordinating audit activities and managing reporting, budget development and analysis, accounts payable and receivable, general ledger, payroll, and accounting for investments
- A track record in grants management as it relates to compliance and reporting of government, corporate and foundation grants

- Technology savvy advanced knowledge of accounting and reporting software, including, but not limited to, Blackbaud's *Altru* and *Financial Edge* software systems.
- Keen analytic, organization and problem solving skills which allows for strategic data interpretation versus simple reporting
- Strong interpersonal and communication skills; experience in effectively communicating key data, including presentations to senior management, board or other stakeholders
- Ability and desire to translate complex financial concepts to individuals at all levels, including finance and non-finance managers, a plus

Salary range \$70,000 - \$73,000 per year.

Position will remain open until filled. All interested candidates should send a cover letter and résumé in a single PDF via email to careers@mercermuseum.org.

The Bucks County Historical Society provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.