

MONTSHIRE MUSEUM OF SCIENCE

Position Announcement

Posting Date: October 14, 2025

Director of Finance. Montshire Museum of Science, located along the banks of the Upper Connecticut River in Norwich, VT, seeks a broadly experienced individual with strong nonprofit finance experience to serve as Director of Finance.

The Director of Finance is a seasoned nonprofit financial leader with a mission-focused, and strategic and process-minded approach to financial management. This position serves as a member of the Montshire's senior management team and as an advisor to the Executive Director in the areas of strategic financial planning, internal controls, compliance, and safeguarding of museum assets. This position is responsible for general, grants and capital accounting, budgeting, financial reporting, audit preparation, risk management, investment tracking and reporting, administration of employee benefit plans, and coordination of select HR processes.

PLEASE NOTE: This is a full-time (37.5 hours/week) exempt position that includes full Montshire Museum of Science benefits.

APPLICATION INSTRUCTIONS

Director of Finance

We welcome your application for the position of Director of Finance at the Montshire Museum of Science. Please provide the following in your application:

- 1-page cover letter
- Resume
- Bulleted list of how your experience and skills apply to the position (no more than 2 pages)
- 3 references with emails and phone numbers
- Copies of relevant certifications

Please email your application as a single document (PDF or Word) to jobs@montshire.org by November 26, 2025.

Please do not send your application embedded in the text of an email message.

We will confirm receipt of your application materials and will be in contact with you if we would like to speak with you about your candidacy.

We anticipate a start date of mid-January to early February 2026.

Thank you for your interest in the Montshire Museum of Science. We look forward to reviewing your application!

**MONTSHIRE MUSEUM OF SCIENCE
POSITION DESCRIPTION**

**Director of Finance
Job Posting Date: October 14, 2025**

DEPARTMENT: Administration

SUPERVISOR: Executive Director

OVERVIEW

This position serves as a member of the Montshire's senior management team and as an advisor to the Executive Director in the areas of strategic financial planning, internal controls, compliance, and safeguarding of museum assets. This position is responsible for general, grants and capital accounting, budgeting, financial reporting, audit preparation, risk management, investment tracking and reporting, administration of employee benefit plans, and coordination of select HR processes.

RESPONSIBILITIES

Primary responsibilities include maintenance of general ledger and accounts; effective coordination of billing, fund allocation and annual audit; budget and reporting; payroll; accounts; insurance and deposits. This position also oversees payroll processing and staff enrollment into health, retirement and other benefits plans; coordinates insurance processing, workers' compensation, disability and other insurance claims; and assists with general HR processes.

Specific responsibilities include:

Strategic Financial Planning – In collaboration with the Executive Director, develops and executes long-term financial strategies to ensure the Museum's profitability and sustainability.

General Accounting and Finance Operations – Maintains general ledger and accounts. Monitors operational cash flow. Ensures timely deposits into accounts. Prepares invoices for payment. Oversees billing. Processes and monitors credit card activities. Reconciles, and creates invoices and reports for active grants. Oversees and reconciles museum accounts. Ensures timely and accurate use of restricted funds, including grants and endowment funds.

Budgeting and Financial Forecasting – Oversees development of the Museum's annual operating, project and capital budgets. Assists with grant budget creation. Produces financial forecasts for operations and capital needs. Updates five-year capital investment plan. Tracks income and expenses for museum operations, grant-funded and capital projects.

Financial Reporting – Generates monthly, quarterly and annual reports on revenue, expenses, and overall financial performance for key stakeholders.

Grants – Maintains SAM and grants.gov registrations. Completes contracting, insurance and certifications for new awards. Performs quarterly invoicing for active grants. Creates quarterly, annual and final financial reports for federal, state and foundation grants.

Audit Coordination and Support – Prepares required materials and oversees annual audit. Serves as liaison with external auditor. Facilitates annual tax return filing.

Payroll – Oversees smooth operation of payroll processing, taxes, retirement contributions, and accounting of staff time and attendance. Reconciles staff time and attendance data with grant time tracking.

Administration of Employee Benefits and General HR-

- Ensures new hire employment eligibility. Coordinates new hire background checks.
- Oversees new hire and annual enrollments into health, retirement and other benefits.
- Maintains personnel records.
- Assists with insurance processing, including workers compensation, disability and other insurance claims.
- Ensures 403(b) compliance and annual Form 5500 filing.
- Assists with employment termination and offboarding, as needed

Risk Management – Identifies and manages financial risks associated with business operations and investments. Serve as liaison with insurance agencies and carriers for policy updates and claim processing.

Investment Oversight – Monitors and reports on investment performance to Investment Committee of the Board of Trustees. Executes transactions and transfers between investment, endowment and operations accounts.

Staff Liaison – Serves as staff liaison to Finance and Investment Committees of the Montshire Board of Trustees. Prepares quarterly board finance and investment reports. Attends select committee and board meetings.

Staff Supervision and Departmental Management: Hiring, training, and overseeing staff in the finance office. Coordinates administration of internships and work study programs.

SUPERVISION OF OTHERS

Supervises Finance and Grants Assistant.

EXPERIENCE, KNOWLEDGE & SKILLS REQUIREMENTS

- Collaborative team player with a passion for the mission of the Montshire Museum of Science
- Four-year college degree in finance, accounting or business administration; advanced degree (MBA) and/or certification (CPA) preferred
- Minimum of 5-7 years of experience in senior-level nonprofit finance / accounting of mid-sized organization required (minimum \$2M annual budget) with strong understanding of cost control principles and GAAP, and demonstrated experience negotiating contracts, tracking investment, and creating financial reports
- Minimum 3 years of employee benefits administration experience (including health, retirement, STD/LTD, flex accounts, FMLA, workers compensation)
- Minimum 3 years supervisory experience of finance office and bookkeeping and/or accounting staff
- Able to analyze and interpret financial data and prepare clear, concise, accurate, and timely financial reports, statements and projections
- Strong computer skills, particularly:
 - Microsoft Office (Word, PowerPoint, and Excel - including formatting, formulas and calculated fields)
 - Google Workspace (Gmail, Google Drive, Docs, Sheets, Calendar)
 - CRM/ relational databases (FileMaker or similar)
 - Accounting databases (QuickBooks online or similar)
 - Payroll platforms (Paychex or similar)
 - Grant portals (federal, state, private foundations)
 - Electronic fund transfer platforms
- Detail-oriented and adept at developing and modernizing systems for organizing work, time and physical workspace
- Proactive, appropriate and articulate in both written and oral communication
- Highly ethical and mature in dealing with others, and able to handle confidential information appropriately
- Embraces a growth mindset with a strong desire to learn new things and expand abilities
- Able to work collaboratively as part of a team, as well as independently
- Able to work, prioritize and focus amid frequent interruptions
- Flexible thinking and ability to adjust expectations as needed
- Clean driving record with reliable transportation

WORKING CONDITIONS

- In-person position, in congenial, fast-paced non-profit office environment
- Must work well in both individual and team settings
- Long periods of sitting at a desk and working on a computer
- Frequent use of private vehicle required for bank runs and other museum business
- All Montshire employees must provide proof of COVID-19 vaccination
- All Montshire employees are subject to a criminal background check

TIME COMMITMENT

- Full-time, exempt position (37.5 hours/week)
- General work schedule is Monday to Friday 8:00 – 4:00 pm, with occasional after-hours work required to attend and prepare for meetings, staff museum-wide events, and ensure smooth annual budget and audit preparation.

SALARY AND BENEFITS

Salary: \$96,000 - \$102,000 annually depending on education, experience, skills, and certifications. Full Montshire benefits, including health insurance, 403(b) retirement savings, generous paid personal time and sick leave, life insurance, and short- and long-term disability insurance.

The Montshire Museum of Science is an Equal Opportunity Employer.