Plimoth Patuxet Museums is looking for a Finance Manager. This is an opportunity to work at one of the country's most prestigious history museums. Operating on a remarkable property overlooking Cape Cod Bay, Plimoth Patuxet brings the story of the United States' early foundation to life for hundreds of thousands of visitors each year since its founding in 1947.

The Finance Manager manages a team of two full-time and one part-time employees and is a hands on member of the team.

RESPONSIBILITIES:

- Oversees the department who are responsible for financial reporting, billing, collections, payroll, and budget preparation.
- Preparation and monitoring of the annual budgets working directly with department heads in planning and controlling expenses (capital, cash, and operating).
- Oversees preparation of business activity reports, financial forecasts, and annual budgets.
- Lead the monthly close including preparing and recording journal entries, analyzing G/L accounts, recording adjusting journal entries and accruing expenses each month.
- Prepare analysis and balance sheet reconciliation of various accounts.
- Ensure State and Federal tax compliance, reporting, payments and record keeping.
- Oversees the production of periodic financial reports; ensures that the reported results comply with generally accepted accounting principles or financial reporting standards.
- Audits accounts to ensure compliance with state and federal regulations; coordinates with outside auditors and provides needed information for the annual external audit.
- Presents recommendations to management on short- and long-term financial objectives and policies.
- Ensures compliance with local, state, and federal government requirements.
- Maintain financial information for grant submittals and reports, including submitting all required data for granting agencies.
- Performs other related duties as necessary or assigned.

This description focuses on the primary duties of the position. It is not designed nor intended to include all duties inherent in satisfactory performance of the position.

QUALIFICATIONS

- Bachelor's degree in Finance or Accounting; five to ten years of non-profit fund accounting experience and/or training; or equivalent combination of education and experience.
- Strong interpersonal communication and presentation skills
- To perform this job successfully, an individual should have extensive knowledge of all Microsoft Office Programs; ADP payroll systems and general ledger accounting systems