



## **POSITION DESCRIPTION**

### **FACILITIES BUDGET ANALYST**

Vizcaya Museum and Gardens is a National Historic Landmark and accredited museum in Miami, Florida ([www.vizcaya.org](http://www.vizcaya.org)). The Facilities Budget Analyst supports the department managers and Director with daily operations and provides professional administrative support in facility projects. The position works with both the Capital Projects and Maintenance Teams in the Facilities Department and reports to the Senior Director of Facilities.

Vizcaya is owned by Miami-Dade County and is operated by the non-profit Vizcaya Museum and Gardens Trust, Inc. Our mission is to preserve the estate's cultural and environmental resources to engage people in connecting with the past, understanding the present and shaping the future. Our vision is to position Vizcaya as an enduring, inclusive, and innovative place that inspires people to embrace the cultural vitality and environmental sustainability of the world around us.

#### **Essential Functions**

- Provide administrative support to Facilities Department in a fast paced, multiple priority and multiple assignment environment.
- Maintain and track financial data in the operating and capital project budgets.
- Assist in budgeting, producing analyses and reports.
- Manage the procurement of goods and services to include researching, soliciting estimates, quotes, and bids, securing relevant required documentation, processing procurement paperwork, tracking and reporting.
- Draft contracts and agreements for review and approval. Monitor process to completion of work.
- Manage procurement using a diverse variety of funding sources to include Miami-Dade County, Federal Emergency Management (FEMA), State of Florida, and other grants.
- Collaborate and coordinate with Vizcaya's Business Office and its Grant Manager to ensure financial tracking and reporting requirements are met.
- Maintain all financial related files as required by law and County policy to ensure proper accountability of records, to ensure compliance, and to submit any documentation as requested.
- Reconcile credit card statements.
- Manage information related to inventory, assets, warranties, and protection plans.
- Develop and update standard operating procedures related to departmental administration.
- Assist with disaster preparation, response, and recovery as needed.

#### **General Responsibilities of All Administrators**

- Achieve meaningful and timely actions that advance Vizcaya’s mission, vision, and strategic plan.
- Help to sustain and grow Vizcaya’s revenues and participate in pursuing funding opportunities.
- Proactively promote communication, collaboration, and customer service.
- Engage in internal committees as appropriate and complete assigned tasks in a timely manner.
- Create and manage your budget; understand and comply with Vizcaya’s policies and procedures.

This job description is not designed to be comprehensive; duties, responsibilities and activities may change at any time with or without notice.

**Position Requirements**

- At least 4 years of work experience in an administrative capacity.
- Bachelor’s degree in business administration, accounting, or a related field.
- Demonstrated communications and fiscal management skills.
- Positive attitude, good interpersonal skills, flexibility and commitment to collaboration, customer service, strategy, and innovation.
- English fluency.
- Proficiency with Microsoft Office Suite, including Excel.
- Proficiency with financial software, such as NetSuite.

**Factors Vizcaya Will Consider When Evaluating Applicants and Determining Compensation**

- Additional relevant work experience, training, and education.
- Knowledge of construction or project management.
- Experience in professional writing, editing, and proofreading.
- Experience working for a non-profit or cultural institution.
- Experience working with Miami-Dade County or other governmental agencies.
- Spanish, Haitian Creole and other language skills.

**Work Environment/Physical Demands**

Most work is done in an office setting, with some portion involving interaction with the public, community members, partners, donors, vendors, contractors, and other constituents on and off site. Vizcaya is a non-smoking environment.

**Position Type/Expected Hours of Work/Schedule**

This is a full-time (40 hours per week), exempt position, typically Monday-Friday. Periodic evening and weekend work is required.

**To Apply**

Please submit a resume and a cover letter expressing your interest in this position to: [HRVizcaya@vizcaya.org](mailto:HRVizcaya@vizcaya.org).

Please reference the position title in the subject line of your email.

**Equal Opportunity Employer**

Vizcaya Museum and Gardens is committed to equity and inclusion and is engaged in a strategic process to ensure that our staff, Board, and volunteers reflect our community's diversity. Vizcaya welcomes applicants from groups that are underrepresented in cultural organizations and seeks to recruit, develop and retain a diverse workforce.

Vizcaya Museum and Gardens is an equal opportunity employer. Vizcaya respects people of all backgrounds and does not discriminate based upon race, religion, color, national origin, ancestry, sex, pregnancy, childbirth, sexual orientation, gender identity, gender expression, age, marital status, familial status, status as a protected veteran, status as an individual with a disability, status as a victim of domestic violence, dating violence or stalking, or other applicable legally protected characteristics protected by law.

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