



POSITION DESCRIPTION

DIRECTOR OF FINANCE

Vizcaya Museum and Gardens is a National Historic Landmark and accredited museum in Miami, Florida (www.vizcaya.org). The Director of Finance is responsible for leading all day-to-day finance operations with functional responsibility over accounting, accounts payable/receivable, procurement, budgeting, monitoring expenses, payroll, financial statements, bank reconciliation, fiscal reporting and auditing. The position is a member of the Finance and Operations Team, reports to the Chief Financial & Operating Officer, and manages 4 full-time positions: Accounting Manager, Procurement Manager, Staff Accountant and Junior Accountant.

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

- Oversee daily accounting operations in compliance with applicable non-profit accounting rules and regulations; maintain the organization's accounting records and chart of accounts, refining the latter as the organization's needs evolve.
- Lead the monthly and annual accounting closing process, including reconciliation with the Advancement Team; lead the annual audit process and tax filings.
- Prepare and present the Finance and Investment Committee package quarterly.
- Develop, provide and analyze complex financial reports for staff, the Board and the Finance & Investment Committee.
- Manage all phases of revenue accounting operations from sources such as admissions and tours, facility rentals, film and commercial/personal photo shoots, special programs and events and concession leases. Maintain approved fee information files.
- Manage all phases of accounts payable and ensure timely processing of payments to vendors (approximately \$5 million per year).
- Lead the annual budget development process in close collaboration with the CFOO. Prepare cash flow projections and other forecasts as required. Monitor and analyze monthly operating results against budget.
- Manage all phases of procurement to ensure timely processing of purchases and payments, good value and compliance with policies and procedures; update the latter as needed.

- Manage Accounting Manager and facilitate coordination with Human Resources Director to ensure timely and accurate payroll processing and favorable and well-managed employee insurance benefits.
- Complete annual registrations with the FL Department of Corporations and the FL Department of Agriculture and Consumer Services (Notice of Commencement of Solicitation).
- Process sales tax collection and payment to the FL Department of Revenue and creates sales and tax reports at the end of each month.
- Work closely with all staff to educate them about finance and accounting procedures and to explore how to better support their needs.
- Perform other related duties and special projects as assigned.

General Responsibilities of All Department Directors

- Lead your department to achieve meaningful and timely actions that advance Vizcaya's mission, vision, and strategic plan. Strengthen baseline activities while looking ahead to the revitalization of Vizcaya Village and other growth opportunities.
- Bolster Vizcaya's financial strength by supporting efforts to sustain and grow revenues and by playing an active role in pursuing funding opportunities.
- Proactively promote communication, collaboration and customer service.
- Engage in and promote internal committee participation in your department.
- Recommend hiring, discipline and promotion of staff; review and approve payroll, leave and overtime; set annual employee goals and evaluate performance.
- Create and manage your department's budget; ensure your department understands and complies with Vizcaya's policies and procedures; review staff's work for accuracy and appropriateness.

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 7 years of progressively responsible accounting and financial management experience, including at least 3 years of supervisory experience.
- Bachelor's degree in Finance, Accounting, Business, Public Administration or a related field.
- Deep and current knowledge of non-profit accounting theories and practices.
- Ability to produce, analyze and communicate meaningful insights about financial information.
- Demonstrated leadership, teambuilding, communications, project management and financial management skills.
- Positive attitude, good interpersonal skills, flexibility and commitment to collaboration, customer service, strategy and innovation.
- Highly dependable and trustworthy.
- English fluency.
- Proficiency with Microsoft Office.

Factors Vizcaya Will Consider When Evaluating Applicants and Determining Compensation

- Additional relevant work experience, training and education.
- CPA certification.
- Spanish, Haitian Creole and other language skills.

Compensation

Vizcaya Museum and Gardens offers competitive compensation with generous paid leave, retirement benefits, and robust medical and other insurance for full-time employees. Salary will be based on the selected candidate's experience and skills, with an anticipated starting compensation of approximately \$140,000 for candidates meeting the position's requirements. For exceptionally qualified candidates, compensation may exceed this range.

Work Environment/Physical Demands

The majority of work is done in an office setting, with some portion involving interaction with vendors, Board members, donors 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 working Monday-Friday. Evening and weekend work may be required.

To Apply

Please submit a resume and a cover letter expressing your interest in this position to: 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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