

El Rancho de las Golondrinas Living History Museum
Job Description
Controller

Job Summary:

Manages and coordinates the business operations with responsibility for multiple functions. Oversees such activities as budget preparation and control, risk management, payroll administration, accounts payable, accounts receivable, general ledger accounting, financial reporting, audit and tax coordination, and cash management. Reports to the Museum Director and accountable to the Director for the performance of all responsibilities related to financial management. This position supervises the Finance Assistant.

Duties and Essential Functions:

- Manage the daily financial activities, which include budget preparation and control, non-profit accounting, purchasing, general ledger management business planning and prudent fiscal management.
- Work effectively with other senior leaders to ensure compliance with policies and procedures, accreditation requirements, and state and federal regulations.
- Oversee financial systems management and process improvement.
- Coordinate, design, and implement financial reporting systems to produce meaningful monthly and annual financial reports for internal and external users on a fund accounting basis. Present financial information to demonstrate accurate accounting for restricted and unrestricted funds.
- Develop, document, implement, and monitor compliance with finance policies, procedures, internal controls, and documentation standards across departments.
- Monitor and report on compliance with formal reporting requirements of financial institutions.
- Responsible for month-end and year-end close, along with bank reconciliation and cash activity.
- Prepare financial records for annual independent audit.
- Prepare data for annual tax returns.
- Manage credit and collection functions, ensuring timely processing of billing, payments, deposits and revenue collection including from online platforms for revenue and payment processor reconciliation.
- Supervise accounting for charitable gifts and the Long-Term Investment Account, and Board-approved transfers. Ensure gifts of cash, stock and gifts in kind are accurately recorded and used in accord with the donor's wishes.
- Work with staff on financial oversight of grants, restricted funds and donor funded activity
- Regularly prepare and review account reconciliations, investment statements, journal entries and other source documents to ensure accurate reporting.
- Evaluate and/or negotiate contracts for the purchase of goods and services.

- Coordinate financial and insurance-related risk management, including insurance coverage, claims support, and financial compliance matters.
- Maintain current information in regard to trends and developments in the museum ecosystem, and present benchmarking information and recommendations for improvements.
- Responsible for payroll, monitoring payroll and benefits program administration including health insurance and retirement programs. Ensure all programs are in compliance with federal and state laws and regulations.
- Demonstrate the ability to multi-task in a fast-paced environment while providing world-class service to a diverse constituency.
- Perform additional duties as assigned.

Qualifications:

Required-

- Bachelor's degree in Accounting, Finance, Business, or related field required with at least 2-5 years' experience. CPA, MBA, or equivalent nonprofit/controller experience preferred.
- Experience with nonprofit accounting systems required; Blackbaud Financial Edge NXT or comparable fund accounting system preferred.
- Experience with nonprofit fund accounting, donor-restricted funds, grants, audit support, and GAAP financial reporting required or strongly preferred.
- Excellent written, organizational, and interpersonal skills
- Attention to detail
- Ability to be diplomatic and awareness of appropriate workplace interactions
- Thorough understanding of sensitivity to guests, volunteers, and staff
- Awareness and sensitivity to local cultures
- Basic computer skills and office related software (MS Office, Email, Databases)

Preferred-

- Knowledge of New Mexico History
- Familiarity with Santa Fe and Northern New Mexico History and Culture

Additional Requirements-

- Highly organized with the ability to work on several projects concurrently and handle standards for accuracy and quality
- Ability to work with supervisor to prioritize objectives
- Ability to communicate professionally in writing and verbally with staff, vendors, auditors, board members, volunteers, and other stakeholders
- Ability to work independently and in a timely manner
- Ability to maintain regular and timely attendance
- Contribute to values-based culture and demonstrate adherence to the highest ethical standards
- Ability to help guests and volunteers feel warmly welcomed and heard

- Able to climb stairs, carry and lift 30 pounds stand and sit for extended periods of time
- Ability to comply with and adhere to all internal procedures, processes and policies, as well as Las Golondrinas' core values and mission
- Able to work a non-traditional schedule including occasional weekends and evenings for special events

Work Environment

This position operates in a professional office environment with occasional interaction with outdoor museum operations. Some files are stored in basements accessible by stairs. Standard office equipment is used regularly. Seasonality may affect workload, especially during festival months and year-end processes.

This Full-Time Position is an exempt position and includes health and dental insurance, short and long term disability, paid sick and vacation leave, birthday bonus check, 401K after one year of employment, and up to two weeks of end-of-year paid holiday vacation. This is an on-site position and requires regular, in-person presence at the Museum's administrative offices.

Salary Range: \$80,000-\$125,000

Send Cover Letter, Resume and References to Daniel Goodman at daniel.goodman@golondrinas.org