

**Maine Historical Society
Position Description**

Financial Analyst

POSITION TITLE: Financial Analyst
SCHEDULE: Part-time, 21 hours/week
REPORTS TO: Chief Operating Officer (COO)
DATE: 3/14/2019

The Maine Historical Society preserves the heritage and history of Maine. We collect, care for, and exhibit historical treasures; facilitate research into family, local, state, and national history; provide education programs that make history meaningful, accessible and enjoyable; and empower others to preserve and interpret the history of their communities and our state. Our one-acre campus is in the heart of Portland's downtown cultural district and includes a museum gallery and store, the Wadsworth-Longfellow House, research library, and historic gardens. Founded in 1822, the Maine Historical Society is the third oldest state historical society in the United States.

The MHS seeks a Financial Analyst as part of the Finance/Administrative team.

1. POSITION SUMMARY

The primary focus of this position is to manage the operating budget, which includes: comparing actual income and expenses to budget, keeping track of unrestricted and restricted funding sources and communicating findings and resolutions to the COO. Other duties include financial statement preparation, annual audit coordination, payroll and benefits review, federal and non-federal grant management and some bookkeeping. This position requires a strong aptitude in paying attention to detail and the ability to comprehensively understand not-for profit fund accounting.

2. DIRECT REPORTS

None.

3. FUNCTIONS AND RESPONSIBILITIES

- Assists in developing the annual operating budget.
- Prepares project budgets for non-federal and federal grants and manages all grant expenses, direct and cost share, and submits grant invoices. Works effectively with grant project managers to ensure the grant budget is met.
- Prepares quarterly budget performance reports and determines reasons for budget vs. actual variances in income and expenses.
- Prepares and reviews for accuracy monthly financial statements (P&L and balance sheet).
- Correctly assigns general ledger numbers, funds, and memo details to all bills, invoices and journal entries to support budget analysis.
- Effectively interacts with staff and vendors to ensure accuracy and tracking of expenses and income and resolves any discrepancies.
- Prepares financial reports including, but not limited to: Finance, Committee, annual budget preparation, board meeting and annual meeting.
- Attends quarterly Finance & Investment committee meetings and presents quarterly operating budget reports, including explanations for variances.
- Monitors various restricted funds to ensure proper funding.

- Reconciles investment and bank statements monthly.
- Records investment market value, interest, fees and withdrawals, and stock gift transactions.
- Calculates rental income invoices and keeps track of receipts.
- Reviews bi-weekly payroll reports for accuracy, records expenses in general ledger and reviews and reconciles quarterly payroll reports (941).
- Assists in determining yearly benefits and accurately prepares SRA's for input into payroll.
- Prepares all workpapers and auditor requests in support of the annual audit and 990.
- Writes and updates operating procedures manual.
- Manages year end filing of financial documents in accordance with best practices.
- Prepares ad hoc financial reports as needed.
- Other duties as assigned related to finance and/or business office activity.

4. REQUIRED QUALIFICATIONS

- An associate degree in accounting, or finance-related field plus five years' experience in accounting or bookkeeping in an office setting.
- Proficient in Microsoft Excel in addition to accounting software.
- Proven accuracy and attention to detail.
- Knowledge of Generally Accepted Accounting Principles (GAAP)
- Proven ability to apply bookkeeping principles and methods to the maintenance of accounting and financial records following operating procedures.
- Proven analytical skills to resolve errors, discrepancies and reconcile data.
- Ability to compile information and prepare reports
- Ability to work independently, prioritize activities, use time efficiently and meet deadlines.
- Ability to communicate effectively in a professional and positive manner.

5. PREFERRED QUALIFICATIONS

- A bachelor's degree in accounting, or finance-related field.
- A minimum of two years' experience in not-for-profit accounting.
- Proficient in QuickBooks.
- Demonstrated familiarity of federal grants.

6-WORKING CONDITIONS & PHYSICAL DEMANDS:

Work is performed in an office environment using basic office equipment such as a computer, printer and copier. Work requires some sitting, but also walking and driving to and from various MHS facilities.

Please send your cover letter and resume to:

Cindy Murphy, Office Manager
 Maine Historical Society
 489 Congress Street
 Portland, ME 04101

No Phone Calls, please.