



POSITION ANNOUNCEMENT

Finance Manager

Position Summary:

Carson Park, Eau Claire's flagship public park, holds City treasures: a historic baseball stadium, a working mini-railroad, and the Chippewa Valley Museum. Chippewa Valley Museum is a nationally accredited regional history museum with a big reputation for developing relevant, compelling exhibits and programs. We're looking for a detailed-oriented, locally engaged Finance Manager with non-profit experience to carry out and lead the accounting and finance operations. This position reports to the Executive Director.

Essential Duties and Responsibilities:

Finance and Accounting (75%)

- Oversee accounting activities: general ledger entries, accounts payable/receivable, month-end closing, payroll, invoicing
- Prepare financial reports, forecasts, transaction reports, and annual budget
- Lead and assist annual financial review

Business Operations (20%)

- Ensure timely employee compensation and maintain payroll and benefits records
- Review and analyze business systems: credit card processing, insurance, and telecommunications
- Identify and lead opportunities to improve financial effectiveness

Operations/Other (5%)

- Supervise weekend building operations on rotation, as assigned

Qualifications:

- *Required:* Bachelor's degree from an accredited college or university or three years equivalent experience
- *Required:* Strong analytical skills
- *Required:* Excellent interpersonal skills
- *Preferred:* Excellent written and oral communication skills
- *Preferred:* Minimum three years of experience in non-profit accounting or finance
- *Desirable:* Knowledge of Chippewa Valley Museum's mission, objectives, and significance

Compensation: \$17 - \$20/hour. Actual rate depends on preparation and experience.

HOW TO APPLY: Email cover letter, resume, and references to searchcommittee@cvmuseum.com with name in the subject line. Application review begins November 30. Position open until filled. Request a complete job description from searchcommittee@cvmuseum.com.