

YELLOWSTONE ART MUSEUM POSITION DESCRIPTION

Finance & Administration Director

Reports to: Executive Director

Supervisory responsibilities: Contract personnel

Status: Fulltime, exempt

The Yellowstone Art Museum in Billings, Montana exhibits, interprets, collects, and preserves art, for the enrichment, education, inspiration, and enjoyment of all. The YAM strives to be a regional leader and extraordinary cultural destination for creative exchange, spotlighting contemporary artists from the mountain West and across the globe. The museum provides critical arts education programs for K-12 students and adult learners throughout the state. The YAM also hosts a full calendar of public programs and special events celebrating the arts, building community, and creating space for the vital conversations that cultivate resilience and dialogue across different cultures, identities, and perspectives.

The YAM team is a group of highly skilled, dedicated individuals who work collaboratively to create a positive, flexible, and supportive workplace that honors a healthy work/life balance. We are fueled by the creativity of the art and artists we work with, and we use that energy to inform all that we do.

The YAM's Finance and Administration Director is an integral team leader, advancing our work and mission through financial stewardship and expertise. Managing the financial structure as well as the human resources needs of the organization, this position is critical to the long-term success of the museum. The Finance and Administration Director is a key member of the leadership team and plays a significant role in the institution's strategic planning.

Position summary

The Finance & Administration Director provides the Executive Director and Board of Trustees with current, accurate financial information, and manages the institution's day-to-day financial resources to ensure that routine accounting needs are met. The Finance & Administration Director generates monthly financial statements and is responsible for the recording, banking, and dispersal of all monies earned by or given to

the institution. The Finance & Administration Director oversees the human resources function of the institution.

The Finance & Administration Director serves on the Executive Director's senior management team for issues relating to staffing, budget, policy, and program and operational development. S/he serves as the staff liaison for the Board of Trustees' Finance Committee.

Primary responsibilities

Finance

- Generate paychecks and payroll reports
- Maintain general ledger; generate accounting data in consolidated formats
- Maintain endowment / annuity accounting and generate monthly reports
- Maintain accounts payable; generate checks for invoice payment and maintain supporting data
- Generate special reports, reconcile bank accounts and investment account statements, calculate, and categorize receipts
- Manage budget processes, including determining job allocations, operational expense projections, monthly reporting, and monitoring
- Maintain, organize, and generate data and supporting spreadsheets compared to budget for all special events
- Prepare the institution's accounts annually for review by outside auditor; work with auditor to ensure clean audit each year
- Assist with all finance-related internal control processes
- Participate in Finance Committee meetings
- Generate retirement plan payments and required paperwork

Leadership

- Report to Executive Director and serve as key member of museum's leadership team
- Assist with strategic and operational planning; make recommendations based on financial analysis and projections, and cost identification
- Serve as liaison to Finance and Endowment Committees and participate in Board meetings; ensure alignment with and understanding of best practices for non-profit fiscal policy

Administration

- Research human resources issues and remain up to date on legal issues affecting the Museum; assist with staff recognition and other staff support issues
- Supervise Building Manager and oversee housekeeping and security processes and issues

Secondary responsibilities

- Assist cross-departmentally with the institution's special events; participate in both onsite and off-site events

Required skills and qualifications

- B.A. in Accounting, Business Administration or related field required
- A minimum of 5-10 years' experience in an accounting management position, a minimum of 1-3 years' managerial experience
- Strong understanding of nonprofit financial management issues
- Excellent communication skills, both written and oral
- Good analytical abilities; ability to see both "big picture" and details
- Demonstrated ability to establish and work within budgets
- Proficient with various software programs, including the Microsoft Office suite (especially Excel) and QuickBooks nonprofit accounting systems
- Must be self-starter and possess a strong desire to excel in their role
- High ethical standards, ability to maintain confidentiality in all professional matters
- Valid Montana driver's license

Preferred skills and qualifications

- Senior level experience in Finance in a non-profit organization is a strong advantage
- MBA an advantage

Hiring Salary Range: \$75,000-\$90,000 for full-time position based on experience level

The Museum has an open-door policy intended to ensure that all employees are treated with dignity, equity, respect, and trust. All employees are expected to participate in open and honest communication whereby employees respect input they receive, they listen, clarify, and strive for consensus.

We are an Equal Opportunity Employer. We celebrate diversity in all forms and in all aspects of our work. Applicants from all walks of life and identities, including persons of color, LGBTQ+, are strongly encouraged to apply.

To Apply:

The position will remain open until June 1, 2026. Applications will be reviewed starting immediately. To apply, please submit a cover letter, resume, and references to adminassist@artmuseum.org. No phone calls, please.