



CHESAPEAKE BAY MARITIME MUSEUM

213 NORTH TALBOT STREET | ST. MICHAELS, MD 21663 | 410-745-2916 | CBMM.ORG

POSITION: CONTROLLER

REPORTS TO: CHIEF FINANCIAL OFFICER (CFO)

Scope

The Chesapeake Bay Maritime Museum (CBMM) explores and preserves the history, environment, and culture of the entire Chesapeake Bay region, and makes this resource accessible to all. As an educational institution, staff fulfill CBMM's mission, vision, and goals, working individually and collaboratively to encourage the public's access to our collections, programs, and resources.

The Finance Department develops, implements, supports, and reports on all aspects of CBMM's financial strategies, including risk management and human resources.

In tandem with the CFO, the Controller serves as oversight for all accounting, budgeting, financial planning, and reporting activities of CBMM. The Controller drives the financial reporting process including all monthly and annual close processes and report production for operating, campaign/capital, and grant activities, and any other special reports requested by decision makers. This includes ensuring the accuracy of the underlying financial data through performing and reviewing reconciliations, and application of rigorous analysis.

Minimum Qualifications:

A bachelor's degree in accounting or related business field is preferred, though a comparable combination of education, training, and experience may be considered. The Controller must have 5+ years' experience in a nonprofit financial reporting environment showing progressive responsibility. Prior experience with a public accounting firm providing attestation services for nonprofit organizations or governmental entities is highly valued. Advanced knowledge of Microsoft Office and financial accounting databases is required. Key personal qualities of the Controller include honesty, dependability, high level of analytical thought, and discretion. Employee must possess a valid driver's license and dependable transportation. CBMM must be able to obtain a fidelity bond on any candidates considered for this position. Excellent communication skills are required, including the ability to interact with outside vendors and CBMM staff members possessing a variety of backgrounds and abilities.

Principal Responsibilities (Essential Functions):

Financial Accounting & Reporting

- Review accounts payable and cash receipts subledger entry to ensure accuracy. Reconcile subledgers to general ledger and post relevant entries in financial reporting software.
- Monthly reconciliation, analysis, and adjustment of all balance sheet accounts.
- Post change in store inventory, including inter-departmental sales. Monthly comparison of inventory balances in the inventory management system and general ledger, and recording of damaged inventory adjustments.
- Oversight of sales and alcohol tax reporting and remittance.
- Review and approve monthly reconciliation of bank accounts for all operating accounts.

Comprehensive Campaign and Grant Reporting

- Supports CFO and Chief Advancement Officer (CAO) by preparing requested financial budgets for grant proposals and subsequent financial reporting for grants received.
- Ensure proper accounting for expenditure of grant funds and related revenues.
- Maintain an accurate and complete schedule of grants awarded including budgets, reporting deadlines, and related asset, liability, revenue, and expense balances.
- Prepare monthly campaign financial reports detailing total receipts and total expenses by project with comparison to project budgets.
- Prepare all reimbursement submissions for grants.

Other Financial Responsibilities

- Assist with presentation preparation and participate in all regular meetings of the Finance Committee. In the event the CFO cannot be present at a meeting, Controller will work with the CFO and Board Treasurer to either present financial data or support the Treasurer's presentation.
- The Controller is expected to serve as backup for all Finance Department positions should the need arise. As such, the Controller should cross-train the duties and responsibilities of all positions.
- Oversight of vendor recordkeeping and 1099 reporting.
- Annual reporting of donated boat sales to the IRS.
- Maintain fixed asset accounting records, including entry of additions, changes and disposals in financial reporting software.
- Serve as liaison to the independent auditors for the annual financial statement audit and preparation of CBMM's Form 990.
- Oversight of financial aspects of annual store inventory and monthly rolling inventories organized by Store Manager, as well as annual lumber inventory count conducted by Shipyard, including booking of required inventory adjustments.
- Controller should understand both the back-office and reporting functions of Altru and be able to manipulate both in order to efficiently perform these job duties.
- Controller should understand both the back-office and reporting functions of all modules of the financial reporting software and be able to manipulate both in order to efficiently perform these job duties.

General Insurance Coverages

- Participate in annual insurance renewal meetings.
- Respond to requests for CBMM's Certificate of Insurance
- Consult monthly with Boat Donation Program and Curatorial staff to maintain an inventory of CBMM-owned watercraft and provides updated inventory to insurance provider.
- Work with HR to ensure CBMM's insurance provider has updated lists of authorized operators of CBMM equipment.

Assume such other duties as are necessary for the financial operation of CBMM or as assigned by the CFO.

This position is a full-time, exempt position with an expected minimum work schedule of 40 hours per week. All staff are expected to be available to work a flexible schedule that, at times, will include evenings and weekends. The Controller is expected to be present for all special events/advancement functions unless otherwise arranged with the CFO and may be assigned to work in a capacity alternate to that defined.