



Friends of the North Carolina Museum of Natural Sciences

**Position Title:** Finance Manager  
**Reports To:** Chief Financial Officer  
**Location:** Raleigh, NC / Wake County  
**Recruitment Range:** \$75,000 - \$85,000

---

### **About Friends of the NC Museum of Natural Sciences**

The Friends of the NC Museum of Natural Sciences (Friends) is a nonprofit organization whose purpose is to support the NC Museum of Natural Sciences. All Friends activities serve the broader goal of helping the Museum illuminate the natural world and inspire its conservation.

As admission to the Museum and its satellite locations is free, Friends relies upon a combination of earned revenue (generated from the Museum Store, Café, WRAL 3D Movie Theater, special events, exhibitions, and programs), as well as contributed income (generated through Museum Membership and philanthropic support) to make possible the activities that bring our Museum to life.

The Friends is seeking a dedicated and experienced Finance Manager to join the Administrative Team and contribute to the financial health and sustainability of our museum.

### **Position Summary**

The Finance Manager will support the CFO in overseeing the financial operations of the Friends of the Museum, ensuring accuracy, transparency, and compliance with nonprofit financial regulations. This role includes managing budgets, financial reporting, grant management, and providing strategic financial guidance to support the museum's mission and goals.

The ideal candidate will be a team player with the capacity to work independently and collaboratively in a fast-paced environment and across departments. Experience in non-profit accounting is preferred.

## **Responsibilities**

### **Financial Management**

- Assist the CFO in developing, monitoring, and managing annual budgets in collaboration with department heads.
- Prepare accurate and timely monthly financial statements for multiple departments and funds, including all supporting schedules and balance sheet reconciliations.
- Maintain and update financial policies and procedures to ensure compliance with nonprofit standards and regulations.
- Oversee day-to-day financial operations, including accounts payable, billing/accounts receivable, fixed assets, and banking.
- Facilitate month-end and annual end-of-year close process

### **Grant Management**

- Monitor grant expenditures and ensure compliance with grant agreements.
- Prepare and submit financial reports for grant applications and renewals.
- Coordinate with program staff to track and report on grant-funded projects.

### **Financial Reporting and Annual Audit Preparation**

- Assist the CFO in the preparation of monthly financial reports to the Executive Director, Board of Directors, and Finance Committee.
- Assist in the preparation of the annual audit and liaise with external auditors.
- Provide financial analysis and insights to support decision-making and strategic planning.
- Act as financial liaison to the Museum to ensure transactions are reflected in their monthly departmental statements.
- Work with department heads to prepare monthly financial forecasts and variance analysis.

### **Team Leadership**

- In partnership with the CFO, supervise and mentor finance staff, fostering a collaborative and efficient working environment.
- Provide training and support to staff on financial procedures and best practices.

## Qualifications

- Bachelor's degree in finance, accounting, or related field; CPA or MBA preferred.
- Minimum of 4 years of experience of accounting experience, preferably in a nonprofit organization.
- 2-3 years of supervisory experience
- Strong knowledge of nonprofit accounting principles and regulations.
- Proficiency in accounting, payroll, and business software and Microsoft Office Suite, preferably with MIP, Altru, and Paychex.
- Experience with grants and fund accounting strongly preferred.
- Excellent analytical, organizational, and problem-solving skills.
- Strong communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Commitment to the mission and values of the NC Museum of Natural Sciences.

## Benefits

- Medical, Dental, and Vision Insurance
- Life and AD&D Insurance
- Short and Long-Term Disability
- Paid time off for 12 sick days, 10 annual leave days and 3 personal leave days
- Paid time off for 12 holidays
- Eligible to participate in the Friends of the NCMNS 401k program with employer matching after a waiting period
- Employee Assistance Program
- Friends of the NCMNS Membership & Discounts

## Job Classification Full Time / Exempt

**How to Apply:** Interested candidates should submit a resume and cover letter to [Friends.HR@naturalsciences.org](mailto:Friends.HR@naturalsciences.org) with the subject line "Finance Manager". Applications will be reviewed on a rolling basis until the position is filled.

*Friends of the NC Museum of Natural Sciences is an Equal opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to sex, gender identity, sexual orientation, race, color, religion, national origin, disability, protected veteran status, age or any other characteristic protected by law.*