



POSITION TITLE: Controller

DEPARTMENT: Administration

SUPERVISOR: President & CEO

FLSA STATUS: Part-time, non exempt, hourly

PAY GRADE: \$36-\$40/hr

About Madison Children's Museum

Play is a vital part of childhood development and central to our mission. Since 1980, Madison Children's Museum has been connecting children with their families, their communities, and the world beyond through discovery, learning, and creative play. MCM's unique programs and custom exhibits are widely recognized for excellence, leading the museum to be regularly ranked among the top ten children's museums in the country. Our team is composed of dedicated, professional individuals who take play and living our organizational values very seriously. We come from amazingly diverse backgrounds and are committed to the ideals of access, diversity, equity, and inclusion in everything we do.

Summary of job scope and responsibilities

This is a 20-hour/week position with flexible hours. Occasional weekend/evening work is required. The Controller reports to the President & CEO and oversees all finance, accounting, and reporting activities. While there are no direct staff reports to the Controller, several key accounting functions are tasked to specific staff positions.

Essential Duties:

- Leads all day-to-day finance operations of the operating budget of \$5 million, including functional responsibility over accounting, accounts payable/receivable, pledges receivable, budgeting, and grants administration.
- Ensures that systems and procedures are in place to support effective program implementation and satisfy compliance and financial audit requirements.
- Works closely with senior leadership and program leaders to train them regarding budget and accounting procedures and to ensure that the finance function supports program operations and decision-making.
- Supports presentations to the board, and serves as liaison to the finance committee and is part of the senior leadership team.
- Serves as the primary liaison with Kollath, our financial/accounting consultant.

Minimum Qualifications:

This is a terrific opportunity for a mature leader with seven to ten years of accounting and finance experience, including analysis and reporting. Ideally, The candidate will have experience in a complex nonprofit with multiple programs.

Other qualifications include:

- Solid experience coordinating audit activities and managing reporting, budget development and analysis, accounts payable and receivable, general ledger, and accounting for investments.
- A track record in grants management related to compliance and reporting of government, corporate, and foundation grants is essential.



- Keen analytic, organization, and problem-solving skills, which allow for strategic data interpretation versus simple reporting.
- Strong interpersonal and communication skills; experience in effectively communicating key data, including presentations to senior management, board, or other outside partners.
- Ability and desire to translate complex financial concepts to individuals at all levels, including finance and non-finance managers.
- BBA in accounting required; CPA Preferred.
- Experience with QuickBooks and Blackbaud's Altru preferred.

Additional knowledge and skills:

- Detailed-oriented time management and organizational skills.
- Experience managing multiple simultaneous projects with strict deadlines.
- Ability to work across departments with a variety of staff members.
- Flexibility to adapt quickly to new opportunities and challenges.

Reasons to join our team

- Flexible schedule to balance work and play
- Collaborative, creative team bringing learning and community to families
- Convenient downtown location on the Capitol Square, good bike access, and public transportation
- Paid sick time
- Participation in 401(K) Retirement Plan after two months of employment with a 2% match.
- Free MCM membership with reciprocal benefits at thousands of other museums
- Free admission to select MCM events and parties, including Adult Swim

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Madison Children's Museum is an Affirmative Action Plan/Equal Opportunity Employer and does not discriminate against any employee or applicant because of sex, age, race, color, religion, marital or student status, disability/handicap, national origin or ancestry, income level or source of income, arrest or conviction record less than honorable discharge, gender identity, physical appearance, sexual orientation, or political beliefs. Offers of employment are contingent upon the completion and approval of a background check.

To Apply

Email your cover letter and resume to mcmjobs@madisonchildrensmuseum.org. *PDF file format only.* For best consideration, apply by January 26, 2025. Find this job posting and more information at madisonchildrensmuseum.org/about/work-at-mcm/employment/