

Controller

www.thehealthmuseum.org

Are you interested in using your talents in a way that could positively impact the well-being of all people? If so, we might be the place for you!

The Health Museum's mission is to foster wonder and curiosity about health, medical science and the human body. We offer transformative learning opportunities for all ages that are multi-sensory and engaging. The Health Museum's core values—inspirational, evidence-based, and individualized—function as a vital part of our long-term strategy of growth, expansion to reach new audiences, and empowering healthier living.

JOB SUMMARY: The **Controller** manages the Museum's finance and accounting systems to provide financial information and reporting as needed about all Museum activities to provide a transparent, accurate picture of the Museum's financial integrity to all stakeholders, including board members, and donors and in order to make educated economic decisions about the Museum's future. Focus on financials including accurate accounting, reporting and compliance.

Responsibilities (Accurate and Timely):

- Disseminate financial management reports including, but not limited to, internal and external monthly financial statements, annual audits and annual budgets.
- Complete closings of monthly and annual financial reports.
- Execute all disbursements, ensuring the accurate and timely processing of accounts payable, purchase orders, employee expense reports, and payroll processing.
- Manage all accounts receivable, billings, and cash receipts.
- Establish and maintain systems of controls that verify the integrity of all systems, processes and data.
- Prepare for and support annual audit working with outside audit firm.
- Continual improvement of the budgeting process through regular reporting and education of department managers on financial issues impacting department budgets.
- Optimize the handling of bank and deposit relationships.
- Develop a reliable cash flow projection process and reporting mechanism that includes minimum cash threshold to meet operating needs.
- Be an advisor from the financial perspective on any contracts into which the corporation may enter.
- Evaluate the team plan for continual improvement of the financial efficiency and effectiveness of the staff.

The Health Museum

JOHN P. MCGOVERN MUSEUM OF HEALTH & MEDICAL SCIENCE

- Attend Board and Finance Committee meetings.
- Establish and maintain financial related processes, policies and internal controls for organization.
- Participate in a variety of special projects and compile a variety of special reports.

Qualifications

Bachelor's degree in accounting or finance.

CPA Certification a plus.

Ten years of hands-on accounting managerial experience.

Nonprofit experience a plus.

ABOUT THE HEALTH MUSEUM:

The John P. McGovern Museum of Health and Medical Science (The Health Museum) was founded in 1996. It is the only museums in the country dedicated to health and is the only Museum in Houston Museum District that has been awarded the Smithsonian Affiliate designation.

Interested in learning more? Please send your resume and cover letter to us at:
Lsellier@thehealthmuseum.org