

## POSITION DESCRIPTION

<b><u>POSITION TITLE</u></b>	Senior Manager of Finance and Administration
<b><u>REPORTING TO</u></b>	Chief Operating Officer
<b><u>ORGANIZATION</u></b>	Association of Science-Technology Centers <a href="http://www.astc.org">www.astc.org</a>
<b><u>LOCATION</u></b>	Washington, DC
<b><u>POSITION TYPE</u></b>	Full time, 40 hours per week, exempt
<b><u>SALARY</u></b>	\$65,000 - \$85,000 (commensurate with experience)

The Association of Science-Technology Centers (ASTC) is a professional membership organization that supports the future success of science centers, science museums, and related institutions dedicated to public engagement with science. ASTC encourages excellence and innovation in science learning by serving, linking, and advancing the common goals of its members in North America and across the globe. Through strategic alliances and partnerships, ASTC supports its members in addressing global challenges locally through community engagement with science and technology. ASTC works with its members in advancing equity, inclusion, and accessibility with the diverse communities and among everyone who visits and works in science centers and science museums.

Founded in 1973, ASTC now supports nearly 700 members, including nearly 500 science centers, science museums, and related institutions, such as nature centers, aquariums, planetariums, zoos, botanical gardens, and natural history and children's museums. ASTC members also include companies and nonprofit organizations that support science learning. ASTC is a 501(c)(3) tax-exempt nonprofit educational organization.

ASTC is engaged in a transformative process to implement a new strategic direction for the association to better support its members. ASTC is building capacity across the organization towards its future efforts to:

- Make the case for the work of science centers and museums
- Identify future trends and frontiers, and help ASTC members prepare, respond, and lead
- Connect ASTC members—including current and future leaders—for idea exchange, learning, and collaboration

To support ASTC's operations as a 501(c)(3) non-profit membership association that receives funding from a variety of sources including its members, philanthropic partners, and Federal agencies, ASTC is seeking a Senior Manager of Finance and Administration to manage the organization's financial planning and reporting, as well as administration of basic office operations and human resources functions in support of the association's small staff.

### **SCOPE AND RESPONSIBILITIES**

With ASTC's Chief Operating Officer, the Senior Manager of Finance and Administration will be responsible for ensuring that the organization maintains strong fiscal and administrative management to meet its obligations for responsible use of member dues and grant funds, while planning for long-term financial sustainability.

The Senior Manager of Finance and Administration will be responsible for three core areas of ASTC's operations, including: (1) managing regular finance and accounting processes, reporting, and planning; (2) ensuring compliance with financial policies and controls, especially as they relate to the expenditure of Federal government grant monies; and (3) overseeing office administration, including staff records, benefits and human-resources consultants, and other operational vendor management.

*Finance and Accounting Processes, Reporting, and Planning (30%)*

The Senior Manager of Finance and Administration will manage, and periodically review and update, ASTC's financial processes and procedures to ensure effective planning and budgeting, timely collections and payments, and accurate and complete reporting. Specifically, the Senior Manager, with support of a Staff Accountant, will:

- With the Chief Operating Officer, coordinate the annual budgeting process and regular budget reforecasts, and ensure ASTC's leadership team and the Finance Committee of ASTC's Board of Directors are engaged in a monthly review of financial position and performance against revenue and expense targets
- Oversee the organization's monthly financial close and reconciliation process, coordinate review by ASTC leadership and budget managers, and prepare monthly financial statements for review by ASTC's Treasurer and Finance Committee
- Ensure compliance with the financial reporting requirements of any restricted funds received from government or other sources
- Oversee payroll and employee expense reimbursement processes, including working with the third-party payroll vendor
- Oversee accounts receivable and accounts payable processes, including working with the Chief Operating Officer to maintain an accurate cash forecast to ensure a positive cash position throughout the fiscal year
- Support ASTC program managers in preparing project budgets, including ensuring compliance with allowable expenses under specific requests for proposal from the Federal government or other funders
- Provide ASTC leadership and budget managers with ad-hoc reporting as needed to manage projects and meet funder requirements

*Compliance with Financial Policies and Controls (25%)*

The Senior Manager of Finance and Administration will ensure that ASTC complies with financial regulations relevant to a 501(c)(3) non-profit organization that receives Federal grant monies, philanthropic grants, corporate foundation grants, corporate sponsorship contributions, and membership dues, among other contributed and earned revenue.

Specifically, the Senior Manager, with support of a staff accountant, will:

- Oversee all financial controls, including periodically reviewing and updating ASTC's policies and processes to maintain compliance with Federal requirements or other regulations
- Oversee ASTC's annual independent audit, including maintaining ongoing contact with ASTC's audit firm to ensure that changes in policies and practices are consistent with regulations and best practices
- Work with ASTC's tax preparers and registered agent file required Federal, state, and local taxes and other reports as required to maintain ASTC's Federal and state operating and tax-exempt status
- Negotiate ASTC's Federal indirect cost rate on an annual basis and make adjustments to project and organizational budgets as changes may require
- Identify and implement training of ASTC staff on financial policies and practices

### *Office Administration (30%)*

The Senior Manager of Finance and Administration will ensure that ASTC maintains productive and efficient administrative processes and vendor relationships. Specifically, the Senior Manager, with support of a staff accountant, will:

- Oversee financial and administrative record keeping, including physical and digital documentation of signed agreements, employee records, and vendor contracts
- With the Senior Manager of Strategic Operations, manage ASTC's employee benefits consultants (for healthcare, retirement accounts, and others), including overseeing annual review of each account and annual information sessions and trainings for staff
- With the Senior Manager of Strategic Operations, oversee new employee onboarding, particularly as it relates to setting up payroll, benefits, and equipment
- With the Chief Operating Officer, manage ASTC's operational vendors, including real estate and building service providers, outsourced information technology and telecommunications providers, banking and other third-party financial services and software and providers
- With the Senior Manager of Strategic Operations, set up and implement office-wide processes and procedures to ensure a safe, orderly, and welcoming office working environment
- Help ensure office compliance with workplace laws as required for operations in the District of Columbia

### *Manage the Staff Accountant (10%)*

The Senior Manager of Finance and Administration will manage a full-time Staff Accountant.

Specifically, the Senior Manager of Finance and Administration will:

- Supervise, motivate, evaluate, and enrich the skills of the Staff Accountant, in part by: delegating responsibility and authority; inspiring staff; and identifying relevant professional growth and development opportunities
- Work with the Staff Accountant and other ASTC team members to build and maintain relationships with the full range of ASTC members and partners
- With members of ASTC's leadership team, work to implement ASTC's internal, organization-wide diversity, accessibility, inclusion, and equity efforts

### *Responsibilities Shared by All ASTC Senior Staff Members (5%)*

As a Senior Manager at ASTC, this individual will:

- Contribute to the development and use of efficient processes, effective management practices, and clear communications across the organization to ensure that day-to-day operations are performed with the highest levels of accountability, productivity, consistency, and integrity
- Share responsibility and accountability for member engagement, satisfaction, and retention
- Attend, provide staff support for, and contribute to the success of ASTC's Annual Conference
- Other duties as assigned

## **EXPERIENCE AND SKILLS REQUIRED**

The ideal candidate for Senior Manager of Finance and Administration will be an experienced finance manager with a clear record of high-performance in finance and administration within small organizations. Candidates

should have deep knowledge of nonprofit financial management and be experienced with the financial controls required for administration of Federal government grants, as well as considerations in planning and managing for a mix of both earned and contributed revenue sources. Direct experience with membership associations is desired, but not required. Candidates for this job must be experienced managers who can provide oversight of the Staff Accountant, as well as leadership in financial and administration practices across the organization. They will be driven by ASTC's mission, team culture, and strategic direction.

Desired experience includes:

- Deep experience in nonprofit financial management, processes, and requirements.
- Track record of leading processes that support financial planning and P&L management, particularly in small, high-performing organizations
- Experience with Federal government grant budgeting, management, and reporting
- Knowledge of Great Plains financial software
- Experience managing external financial services, business administration, benefits administration, and human resources vendors, conducting service reviews, developing and issuing requests for proposal, and selecting new service providers
- Knowledge of the dynamics of working within a professional membership association, network, society, or similar organization (preferred but not required)

#### **HOW WE APPROACH OUR WORK AT ASTC**

We expect new members of the ASTC team will join us in aiming to:

- Make a positive impact in service of our members, their communities, and the global good
- Set course for the future boldly
- Be curious and eager to learn
- Foster healthy and productive relationships and teams
- Practice empathy and gratitude

Additional desired qualities and attributes for this role include:

- Robust work ethic, and effective time management and organizational skills, including the ability to manage multiple projects
- Strong written and oral communication skills that are effective with internal team members, external vendors, and the finance points of contact at ASTC member institutions and funders
- Excellent teamwork and interpersonal skills, able to work independently as well as in collaboration with colleagues, members, partners, and stakeholders
- A commitment to diversity and inclusion, demonstrated by inviting, including, valuing, and supporting diverse perspectives and ideas, as further described below
- Commitment to continual learning and professional development
- Sound judgment and ability to quickly and calmly resolve problems

#### **ASTC COMMITMENT TO DIVERSITY, ACCESSIBILITY, INCLUSION, AND EQUITY**

The Association of Science-Technology Centers (ASTC) values and celebrates the rich diversity that makes up the teams and organizations we serve and the broader communities we engage around the world. At the root of science, technology, and innovation are fundamental values that ASTC embraces: a commitment to seek out and engage a diversity of ideas, perspectives, backgrounds, disciplines, knowledge systems, and approaches; and an evolving practice of accepting, valuing, and celebrating contributions, discoveries, and novel solutions regardless

of their source. We commit to bring these values to bear across our work, and we seek teammates, board and committee members, and partners who hold diversity, accessibility, inclusion, and equity as foundational and essential values. If all people are welcomed, respected, and included in our work, if everyone has access to opportunity to pursue their aspirations, and if all people can participate fully and actively in creating and building the future, our association, our members, and our global society will be more equitable, prosperous, just, and resilient.

ASTC is proud to be an equal opportunity employer. We are committed to fostering an inclusive environment free of discrimination and harassment. All employment is decided on the basis of qualifications, merit, and business need. All qualified applicants will receive consideration for employment without regard to race, color, religion, creed, sex, pregnancy (including childbirth, lactation, and related medical conditions), gender identity, gender expression, sexual orientation, national origin, political affiliation, age, disability status, marital status, parental status, military service, veteran status, or any applicable legally protected characteristics.

### **APPLICATION PROCESS**

Interested candidates should submit a resume and brief cover letter outlining qualifications and interest in the position to [jobs@astc.org](mailto:jobs@astc.org) by **May 3, 2019**. Applications will be reviewed on a rolling basis. If it is determined that you might be a good fit for the role, ASTC will contact you with next steps.

If you need assistance or accommodation in the application process due to a disability, you may call us at (202) 783-7200 or email us at [info@astc.org](mailto:info@astc.org).