

MĀNOA HERITAGE CENTER

Director of Finance and Operations

Mānoa Heritage Center (MHC) and its supporting organization, Kūali'i Foundation (KF) are dedicated to promoting the thoughtful stewardship of Hawaii's cultural and natural heritage. MHC comprises Kūka'ō'ō Heiau, gardens of native plants, Hogan House (built in 1962) and Kūali'i (built in 1911). The heiau and Kūali'i are listed on the National Register of Historic Places. Plans are underway to open Kūali'i and Hogan House to the public in the near future.

The Director of Finance and Operations (DFO) plays a crucial role in ensuring the efficient and effective financial and operational management of MHC and KF. This individual is responsible for a variety of tasks, encompassing finance, human resources, and administration. The DFO works closely with the Executive Director and other senior staff to support the organization's mission and strategic goals. We are seeking a highly organized, detail-oriented, and mission-aligned individual to oversee MHC's financial operation to ensure efficient and compliant operations with strong organizational, communication, and problem-solving skills, as well as proficiency in QuickBooks, including a hands-on role in recording transactions. In addition to managing the financial operations of the Center including accounts payable and receivable, bank reconciliations, and month-end close processes, the Director of Finance and Operations will manage payroll, employee records, as well as contracts with vendors.*

*Please note that MHC contracts with ProService on payroll and HR compliance.

Key Responsibilities

Financial management & oversight

- **Strategic Financial Planning:** Lead the development and implementation of financial strategies, annual budgets, and multi-year forecasts to ensure the financial health and sustainability of MHC and KF..
- **Financial Reporting & Analysis:** Prepare accurate and timely financial reports, including statements of financial position, activities, budget-to-actual analysis, and cash flow projections, for management, the Finance Committee, and the Board of Directors.
- **Budget Development & Management:** Oversee the annual budgeting process, monitor expenditures, and proactively update income and expense projections to ensure adherence to financial plans and maximize investments.
- **Internal Controls & Compliance:** Establish and maintain robust internal controls, policies, and procedures to ensure compliance with financial regulations, internal policies, and funding requirements.

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- **Cash Flow & Investment Management:** Oversee organizational cash flow, manage banking relationships, partner with third-party Investment Managers to ensure sufficient liquidity to meet obligations and optimize returns.
- **Audit & Tax Preparation:** Coordinate and lead the annual audit process, serve as the primary liaison with the audit firm, and oversee tax preparation and filing.

Operational Excellence

- **Human Resources Management:** In partnership with the Executive Director, oversee HR functions, including payroll, benefits administration, recruitment, onboarding, performance evaluations, and ensuring compliance with applicable labor laws and regulations (with the support of ProService).
- **IT & Systems Management:** Oversee technology systems and partnerships to ensure efficient and secure operations, including data management and cybersecurity protocols.
- **Administrative Operations:** Guide administrative operations, document retention, risk assessment, and emergency planning, to ensure the smooth functioning of the Center.
- **Vendor & Consultant Management:** Negotiate, prepare, and monitor vendor and consultant contracts as appropriate.

Strategic & Organizational Leadership

- **Advisory Role:** Serve as a key advisor to the Executive Director on financial strategy, operational planning, and organizational development.
- **Board & Committee Participation:** Represent finance and operations at Board and committee meetings, providing timely and transparent financial reports and analysis.
- **Cross-Departmental Collaboration:** Foster a collaborative work environment, working closely with staff to ensure that financial and operational considerations are integrated into all aspects of the organization's mission and activities.

Qualifications

- Bachelor's degree in finance, accounting, or a related field; MBA or CPA preferred.
- 5+ years of progressively responsible experience in nonprofit finance and operations management, preferably within a cultural institution or museum setting.
- Demonstrated ability to manage accounting activities for organizations with significant budgets similar to MHC's.

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- Proven experience with nonprofit audit cycles, 990 preparations, and grant management.
- Strong leadership, team management, communication, and interpersonal skills.
- Knowledge of relevant accounting principles, regulatory compliance, and best practices in nonprofit management.
- Proficiency with QuickBooks and Blackbaud products.

For more information, please contact Jessica Welch, Executive Director at jessica@manoaheritagecenter.org.