



INDIANAPOLIS MOTOR SPEEDWAY MUSEUM POSITION DESCRIPTION

Position Title:	Director of Finance
Department:	Finance, Indianapolis Motor Speedway Museum
Reports To:	President
Location:	Indianapolis Motor Speedway Museum 4750 W. 16th Street, Indianapolis, IN 46222
FLSA Status:	Full-Time, Exempt

ORGANIZATION SUMMARY

The Indianapolis Motor Speedway Museum is an independent 501(c)(3) nonprofit organization. While located within the track, the Museum is operated separately from the Indianapolis Motor Speedway. The Indianapolis Motor Speedway Museum celebrates more than a century of the innovation, thrill, and cultural significance of motor racing at the Indianapolis Motor Speedway.

Through world-class storytelling, ingenuity, the arts, and design, we bring alive emotional experiences capturing the essence and cultural impact of the Indianapolis Motor Speedway. We promise to foster the creation of family traditions and stir memories across generations.

POSITION SUMMARY

The Director of Finance is responsible for providing strategic and operational oversight of the finance, accounting, investment, and centralized purchasing functions. The Director of Finance works with Board leadership, the President, colleagues, and the Finance staff to create and execute the Museum's mission, vision, and strategic plan. There is a specific emphasis on maintaining the success and integrity of the institution's financial assets, financial planning, investment planning, financial policies & procedures, and accounting practices. The Director of Finance ensures the organization's fiscal health by providing leadership and direction to the finance staff in all appropriate areas.

SPECIFIC DUTIES:

- Supports the Museum's mission to celebrate more than a century of innovation, thrill, and cultural significance of motor racing at the Indianapolis Motor Speedway.
- Oversees all aspects of the Museum's financial planning and reporting system, ensuring that they properly reflect the Museum's operational needs, mission, policies, and procedures.
- Provides accurate appraisal, analysis, and interpretation of financial performance for presentation to the Board. Enlists strategic counsel, support, and direction. Ensures accurate and timely financial information and reporting is provided and accessible to the Finance Committee, advisors, and management.
- Manage and monitor investment accounts, accounts payable, accounts receivable, payroll and other banking entries and reconciliations.
- Provides accurate monthly financial statements for staff/budget managers
- Responsible for all aspects of the annual financial audit.
- Serve as the Staff Liaison to the Board of Directors in all Finance matters.
- Serve as the Staff Liaison on the Board of Director's Finance Committee
- Serves as Liaison with the Financial Consultant and Fiduciary. Works with the Financial Consultant and Fiduciary to determine the best solutions for the organization.
- Attends all Board meetings and provides appropriate financial updates.
- Oversees all aspects of the annual budget process and departmental business plan.
- Reviews concession, catering, and gift shop revenue reports.

- Performs temporarily restricted gift and endowment gift accounting.
- Manages the preparation of the tax return (Form 990) completed by an external audit firm.
- Develops, implements, and monitors accounting processes and controls.
- Manages grant expenditure tracking and fixed assets, including depreciation, additions, and disposals.
- Acts as secondary payables processor on an as-needed basis.
- Demonstrates a continued interest in and knowledge of advancements in the accounting field.
- Performs any additional duties and assumes other responsibilities as delegated.

SUPERVISION:

- Supervises the Finance Department, which includes one full-time Accounting Assistant

QUALIFICATIONS:

- Bachelor's degree or higher in accounting or a related field from an accredited institution, CPA or CMA certification preferred.
- Minimum of ten (10) years of professional work experience in finance.
- Prior work experience in a non-profit setting is highly desirable.
- Advanced and competent user of Outlook, Excel, Word, and PowerPoint preferred.
- Experience with Salesforce is highly desirable.
- General accounting knowledge and computer experience required, along with strong mathematical and grammatical skills
- Very organized and responsive to multiple demands while creating a positive customer experience for internal and external customers.

PHYSICAL DEMANDS

The physical demands described herein represent those that must be met by an employee to successfully perform the essential functions of this job.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with a disability to perform essential functions.

TO SUBMIT RESUME & COVER LETTER: museumjobs@brickyard.com