BAM | BOISE ART MUSEUM

Job Description

Controller

Department:	Finance	FLSA Status:	Exempt
Reports To:	Executive Director	Effective Date:	October 2026

The critical features of this job are described under the headings below. This job description does not prescribe or restrict the tasks as shown below and may be subject to change at any time.

Job Summary

Reporting directly to the Executive Director, this hands-on role is responsible for the comprehensive management of the Museum's financial operations, general non-profit accounting, and benefits administration. The position provides financial insights in support of financial planning and decision making and establishes and ensures internal controls and compliance with policies, procedures, and contracts across the organization. The position directly executes day-to-day tasks such as: general ledger maintenance; budgeting; file maintenance of accounting and financial schedules, reports, and statements; payroll processing; employee onboarding; benefits administration; and risk management; as well as grants and board committee support.

Essential Duties and Responsibilities

Strategic Financial Planning
With the Executive Director, develops and executes long-term financial strategies to ensure the Museum's financial health and sustainability. Provides regular status reports of the financial condition of the Museum by collecting, interpreting, and reporting key financial data.

Financial Operations & Accounting: Manages the full cycle of non-profit accounting, including general ledger maintenance and reconciliation, maintenance and analysis of accounting records, preparation of accounting schedules, reports, financial statements, and files, cash flow monitoring, bank/credit card reconciliations, grant budgeting and tracking, accounts payable/receivable, asset management, and purchasing procedures. Participates in museum fundraisers and events and provides cash management and treasury services across the organization.

Budgeting, Forecasting & Reporting: Develops annual operating, project, capital, and grant budgets while producing routine financial performance reports for the Executive Director, stakeholders, and the board.

Payroll & Benefit Administration: Directly handles payroll processing, time-and-attendance tracking including paid time off (PTO), employee onboarding/offboarding, benefit plan administration (health and retirement), and 401(k)/Form 5500 compliance.

Risk, Audit & Compliance: Enforces internal controls across the organization, prepares for annual financial audits and tax filings, manages insurance claims and audits (workers' comp, disability), and ensures legal compliance. Completes external and internal audits/surveys (tax, insurance, museum industry). Prepares required materials and ensures timely completion of annual financial audit. Serves as liaison with external auditor(s) and tax accountant. Coordinates annual

tax return filing by collecting pertinent information and conducting a thorough review of Form 990 prior to submission.

Investment & Board Liaison: Tracks and reports monthly investments, executes account transfers, coordinates with external brokers and investment managers, and acts as the staff liaison to the Finance/Endowment Committee of the Board of Trustees.

Research: Conducts primary and secondary research and analysis of financial and operating data and provides financial insights in support of business decision making across the organization. Makes recommendations for financial savings in operational matters such as business machines and services.

Other Duties

- Acts as liaison for designated contracted service providers and maintains office machine leases as appropriate.
- Keeps current on information and technology affecting functional area(s) to increase innovation, realize cost savings and efficiencies, and ensure compliance.
- Other duties as assigned by the Executive Director.

Supervisory/Managerial Responsibilities

None

Minimum Qualifications

- Minimum of 3-5 years of experience in senior-level nonprofit finance / accounting of mid-sized organization required (minimum $2M annual budget) with strong understanding of cost control principles and GAAP, and demonstrated experience negotiating contracts, tracking investments, and creating financial reports
- Minimum 3 years of employee benefits administration experience (including health, dental, vision, retirement, short term disability, long term disability, life insurance, workers' compensation)
- Able to analyze and interpret financial data and prepare clear, concise, accurate, and timely financial reports, statements, and projections
- Strong computer skills, particularly
    - Microsoft Office (Excel proficiency, Word, Outlook - including formatting, linking, formulas, and calculated fields)
    - Accounting software and databases (QuickBooks)
    - Payroll platforms (ADP or similar)
    - Grant portals (federal, state, private foundations)
    - Electronic fund transfer platforms
- Highly ethical, trustworthy, and mature in dealing with others, and able to safeguard confidential information appropriately

Education Requirements

Bachelor's degree (B.A.) from four-year college or university in Accounting or Business Administration; with 3-5 years of experience in senior-level non-profit finance / accounting for a mid-sized organization. Equivalent training, education, or experience considered.

Language Requirements

Proficiency in reading, writing, and comprehension of the English language.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to handle or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, or crouch. The employee must regularly lift and/or move up to 10 pounds, occasionally lift and/or move up to 25. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment

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

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts; fumes or airborne particles, and outside weather conditions. The noise level in the work environment is usually moderate. This position does not require routine or regular engagement in interstate commerce.