

## **Detroit Historical Society**

Position: Director of Finance and Administration (DFA)  
Supervisor: Executive Director and CEO  
Salary: Commensurate with Experience

### **Overview**

This position is responsible for all finance and human resource functions and some administrative functions of the Detroit Historical Society. The DFA will report to and work closely with the Executive Director, the senior leadership team, and the board of directors to help develop and implement strategies across the organization.

The DFA will work closely with the Board Treasurer, and act as liaison to the Audit, Finance, Investment, Human Resource and Operations committees of the Board.

### **Specific duties include:**

- Oversee all aspects of the accounting and finance department, either directly or indirectly.
- Prepare monthly budgets, forecasts and financial management reports for use by the senior leadership team and the Board of Trustees.
- Design and maintain financial reports associated with the Society's ongoing comprehensive campaign.
- Develop and utilize forward-looking, predictive models and activity-based financial analyses to provide insight into the organization's operations and business plans
- Engage the senior leadership team and finance committee of the board of directors to develop short, medium, and long-term financial plans and projections.
- Represent the company to financial partners, including financial institutions, investors and auditors.
- Remain up to date on nonprofit audit best practices and state and federal law regarding nonprofit operations.
- Coordinate audits and proper filing of tax returns.
- Ensure legal and regulatory compliance regarding all financial functions.
- Develop and/or oversee payroll, accounting, and financial processes and procedures.
- Monitor investment portfolio results and cash flow.
- Define and administer all human resource policies, including relationships with union local, compensation and benefits programs.
- Oversee and process semi-monthly payroll and benefits.
- Manage risk management and liability insurance coverage.
- Ensure legal and regulatory compliance regarding all financial and HR functions
- Oversee an accounting/administrative support person.
- Oversee accounts payable, cash receipts, and credit card processing, prepared by administrative support.

## **Qualifications**

The DFA will be an experienced and mature leader with at least five years of broad finance experience/exposure, ranging from auditing, to gathering and evaluating financial information and making actionable recommendations to senior leadership. S/he will ideally have experience managing finance (accounting, budgeting, control and reporting) for a complex nonprofit with multiple funding sources. In addition, human resources/administration experience is essential.

Further, the DFA is a key financial-management role, partnering with executive staff, resulting in the development and implementation of creative financial management strategies. The desired candidate should be able to function effectively in a dynamic fast paced environment, where multiple demands for his/her time and input are required. Excellent written, oral and organizational abilities are a must, along with demonstrated leadership ability, team management, and interpersonal skills. Analytical and abstract reasoning skills are key. Knowledge of MS Office is required, and an understanding of Blackbaud software is desirable.

A visitor and customer-oriented philosophy and direct experience in working with individuals at all levels of an organization are critical to this position. In addition, the ability to interact with volunteers from diverse backgrounds and experiences is essential.

The Detroit Historical Society, [www.detroithistorical.org](http://www.detroithistorical.org), an independent 501c 3 non profit organization and an Equal Opportunity Employer is strongly committed to achieving excellence through cultural diversity. The Society does not discriminate on the basis of race, sex, color, religion, national origin, marital status, height, weight, age, unrelated disability or other legally protected status.

**Interested candidates should e-mail a cover letter and resume to:  
[hr@detroithistorical.org](mailto:hr@detroithistorical.org)**

**Or mail to:**

**Detroit Historical Society  
5401 Woodward  
Detroit, MI 48202  
Attention: Executive Director & CEO**