

WING LUKE MUSEUM

Position Announcement

Wing Luke Museum (WLM) Mission: We connect everyone to the dynamic history, cultures, and art of Asian Americans, Native Hawaiians, and Pacific Islanders through vivid storytelling and inspiring experiences to advance racial and social equity.

WLM Vision: At the WLM, we believe in Arts + Culture as Apothecary (ACA), defined as a *culturally rooted art and creative expression contributing to comprehensive wellness, from individual to community*. We also trust that an employee's well-being, intersectionality, interculturality, and "enoughness" are central to their success in their work and their lives.

Position Title:	Controller
Reports to:	Senior Director of Finance & Operations
Rate of Pay:	Grade 29; \$87,175- \$130,765 annually, DOE A candidate with 5 years of experience can anticipate \$104,611
Location:	Hybrid, on-site two days a week minimum, and for meetings and trainings as needed
Schedule:	Full-time, occasional evenings and weekends as necessary
Benefits:	WLM offers a comprehensive package, including health other insurance, 403(b) participation, 12 paid holidays, paid time off (PTO), and more.

Position Summary:

The Controller is responsible for providing specialized expertise related to effective financial and investment management of all museum fiscal areas. They prepare the annual budget with the Executive Director, Senior Director of Finance & Operations, and Executive and Management Teams and prepare financial reports and reforecast as necessary. The Controller is responsible for managing the operating investment program, staffing the Board of Trustees (BoT) Finance Committee, and managing the Property Associations. The Controller supervises the Senior Accountant & Payroll Manager, advises staff on accounting, financial reporting, and other financial matters, and is a member of the Finance & Operations Department.

Key Responsibilities:

- Provide effective finance management for museum operations, including financial reports and proposals.
- Direct the Museum's daily accounting and office management activities. Implement and update fiscal policies and procedures. Supervise accounts receivable, accounts payable, and payroll with the Senior Accountant & Payroll Manager. Manage the cash receipts procedures and daily processes. Prepare bank reconciliations and other reporting to maintain proper segregation of duties.
- Manage the budget process with the Executive Director, Senior Director of Finance & Operations, and Executive Team. Guide, analyze, and coordinate the Management Team's participation in budget development and monitoring.
- Provide input to the Senior Director of Finance and Operations on salaries and employee benefits.
- Monitor budget to actual performance and create forecasts and budget modifications as needed.
- Participate as needed in strategic planning, implementation, and monitoring of the organization's business plan to advance the museum's mission and values. Ensure that the strategic plan and the budget are comparable.
- In conjunction with the Director of Grants & Sponsorship, manage financial grant reporting including preparation of reports for funders.
- The Wing Luke Asian Museum (WLAM) Property Association I houses the current museum facility. This position will maintain the financial records for this entity. WLAM Property Association II is the entity that will manage the construction of the Eng Family Homestead and this position will work in conjunction with the Deputy Executive Director and Senior Director for Finance & Operations for the financial management of the construction project as well as maintain the financial records.
- Manage the Risk Management processes including communication with the insurance agents to provide appropriate coverage for specific events and/or contract requirements. Coordinate the review of policies with the Senior Director of Finance & Operations on an annual basis.

- Coordinate annual audit and 990 preparations, including securing audit documentation from grantors, BoT members, and staff. Provide information for the auditor to complete the audit on schedule.
- Staff the BoT Finance Committee and provide information and assistance to the BoT Treasurer/Finance Committee chair.
- Work with the Senior Accountant & Payroll Manager to ensure timely and accurate accounting operations, and compliance with all federal, state, local, and contractual requirements, and regulatory deadlines.
- Collaborate with the investment portfolio advisor to ensure that the assets of WLM and the WL Foundation are managed in compliance with all internal standards and policies. Manage the investment program based on the investment policy.
- Analyze operations to evaluate performance and determine areas of potential earned revenue increases, cost reductions, operations improvement, or policy change.
- Monitor internal controls.
- Be an enthusiastic WLM ambassador!
- Other duties as assigned.

Qualifications:

- Five years of professional experience in finance management, with a minimum of three years of senior financial management experience.
- Non-profit arts, heritage, and culture experience preferred, including non-profit strategic or business planning or equivalent experience.
- Degree in Business Administration, Accounting, CPA, CMA, or MBA or a related field preferred.
- A successful track record in creating institutional budgets, developing financial analyses, and making thoughtful decisions that support the fiscal health and sustainability of the organization.
- Strong organizational planning and problem-solving skills, with attention to detail and the big picture.
- Ability to describe financial concepts and effectively collaborate with program and fundraising colleagues.
- Experience in managing audit and tax engagements with a third-party CPA firm.
- High level of proficiency with accounting systems, financial reporting software, and Microsoft Excel. Experience with a range of computer office and CRM software, (including Microsoft Office Suite) and other online, cloud-based project management and collaboration tools.
- Excellent interpersonal, verbal, and written communication skills required. Ability to effectively manage financial communications, particularly with the BoT, and advance the case for support on behalf of the organization.
- Manage sensitive matters effectively and with diplomacy, establishing a high degree of trust in personal integrity and the integrity of the organization.

To Apply (*no phone calls, please*):

Please e-mail letter of interest and resume to: jobs@wingluke.org

Museum Overview:

As a National Park Service Affiliated Area and the first Smithsonian affiliate in the Pacific Northwest, the Wing Luke Museum offers an authentic and unique perspective on the American story. Nationally recognized for our work in creating dynamic, community-driven exhibitions and programs, we put our community at the heart of each exhibition we create. The stories you see and hear within our walls are their authentic experiences and perspectives. From the struggles of early Asian pioneers to accomplished works by national Asian American, Native Hawaiian, and Pacific Islander (AANHPI) artists, their contributions give us a look at what it means to be uniquely American. Our 60,000 square foot facilities offer three floors to tell our communities' stories, with contemporary galleries showcasing both temporary and permanent exhibitions as well as preserved historic spaces accessible only through our daily guided tours. Beyond our walls, we tell the story of our neighborhood, Seattle's Chinatown-International District, and activate and steward multiple sites throughout the area. While economically challenged, it is a historically and culturally vibrant area, and we see ourselves as a neighborhood concierge and an economic anchor for the nearby small businesses. From restaurants to statues that you might not otherwise notice, there are layers of history and significance that are waiting to be uncovered. Wing Luke Museum offers guided neighborhood tours and events that will encourage you to discover stories and tastes both on and off the beaten path. For more information, please visit www.wingluke.org.

The Wing Luke Museum is a 501c3 organization. We are committed to diversity, equity, inclusion, accessibility, racial and social justice. BIPOC candidates are encouraged to apply.