

**Intermuseum Conservation Association  
ICA - Art Conservation**



**Manager of Finance and Operations**

**Position Summary**

ICA seeks an exceptional person to provide strategic leadership and oversight of the organization's finance, human resources, and operations functions. ICA is in a period of transformation and the Manager of Finance and Operations will be a key architect of these changes. They will play an integral role in scaling ICA's long-standing and impressive history of arts and culture community impact.

We are looking for an entrepreneurial and passionate self-starter, with energy for the long haul, who can roll up their sleeves in a small, but very active and engaged team. The Manager of Finance and Operations will lead the organization in optimizing finance, HR, and operations. This position reports to the Executive Director and is considered part of ICA's senior leadership team.

This is a tremendous opportunity for a finance, HR, and operations leader to leave their mark on a well-respected, high-impact, arts and culture organization during a period of transition.

**Responsibilities**

**Primary Responsibility**

Oversee and coordinate the finance, HR, and operations functions of ICA, and apply evolving best practices in order to enable ICA to achieve its mission to preserve and conserve the fine art and material culture of the region

**Senior Leadership Team (15%)**

- Participate in strategic leadership and decision-making regarding finance, HR, and operations
- Attend all Board Meetings and other senior level meetings as required, making reports as needed

**Financial Management (50%)**

- Provide strategic leadership on financial, planning, budgeting, cash flow, and policy matters
- Work closely with the Executive Director and ICA's Board to develop financial objectives and monitor progress toward these objectives
- Perform the daily, monthly, and annual work for the financial operation of the organization, including bookkeeping, accounts receivable, and accounts payable
- Oversee preparation of the annual budget and ensure that the organization operates within budget guidelines
- Analyze and present financial reports; clearly communicate monthly and annual financial statements; and oversee all financial, project/program, and grants accounting
- **Mastery of QuickBooks is required.**
- Coordinate the annual audit process with ICA's external auditor and the Board Treasurer
- Provide guidance and oversight to staff in preparing, monitoring, and reporting on program, grant, and project budgets

### **Humans Resources Management (25%)**

- Work with the Executive Director, provide strategic leadership regarding human resources issues
- Manage payroll through ICA's PEO service
- Track employee leave, benefits, and reimbursements
- Oversee, develop, and maintain sound human resource practices

### **Operations (10%)**

- Implement, develop, and review administrative and operational policies and procedures
- Manage ICA insurance coverage, including reports and certificates of insurance
- Perform routine office duties, as needed, relating to communications, office supplies, and tech
- Complete other duties as assigned

## **Qualifications**

### **Educational Background Required**

- Bachelor's degree is required. An advanced degree in a finance-related field is preferred but can be substituted with commensurate experience.

### **Knowledge, Skills, and Experience Required**

- 5-10 years of professional, nonprofit finance experience, ideally in a senior administrative function
- Expert Knowledge of **MS Office Suite and QuickBooks for Nonprofits** is required.
- Knowledge and experience of accounting, HR, and operations best practices
- Experience with budgeting, project costing, payroll, HR, and benefits management
- Experience in grant and contract management
- Excellent written and verbal communication skills

### **Qualities Sought**

- Professional, energetic work style
- Solid problem analysis and assessment
- Developed judgment and problem solving
- Clear planning and organizational skills
- Excellent work and time management
- Attention to detail and high level of accuracy
- Adaptability and flexibility
- Teamwork and collaboration
- Love of art, history, and culture

**Salary** is commensurate with experience. An excellent benefits package is provided.

**To Apply:** Please send a resume and cover letter to [info@ica-artconservation.org](mailto:info@ica-artconservation.org). This position will remain open until filled and interviews may begin immediately.

## **About ICA-Art Conservation**

For seventy years, ICA has provided exemplary professional conservation and preservation services to organizations and individuals throughout the region and around the world. Today, as a 501(c)3 nonprofit, ICA serves museums, libraries, non-profit organizations, governmental agencies, corporations, and private individuals to conserve and preserve our artistic and cultural heritage. Each year ICA undertakes over 350 conservation projects ranging from treatment of old master paintings from major art museums to keepsakes from small historical societies and private owners . ICA undertakes everything from large outdoor sculpture to small personal items. In addition to exciting conservation laboratory work, ICA also offers specialized services such as site assessments, collection surveys, disaster planning and response, and grant assistance.

ICA also reaches out annually to more than 5,000 people of all ages through educational programming for art and heritage professionals, students, collectors, and the general public, offering regular hands-on workshops, tours, presentations, and informational consultations.

ICA's vision is to be the leading professional conservation service provider, educator, and advocate for museums, libraries, public institutions, and private individuals in our community ensuring the preservation of the artistic and cultural heritage throughout the region.

## **ICA's Racial Equity, Equity, Diversity, and Inclusion Statement**

ICA's mission is to preserve the corpus of human visual material culture -- artistic, historic, scientific, and cultural – for all people today and in the future. Our work touches on objects born of all cultures, all times, all geographies, and all belief systems. It is imperative that ICA conduct its work within an environment that transcends any race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, age, veteran status, citizenship, immigration status, disability or protected class. All perspectives are relevant, vital, and welcome in the development and implementation of the best solutions to conserve and preserve our visual material culture.