



Name:
Job Title: Director of Finance & Support Services
Reports to: KHS Executive Director
Organizational Level: Administration
PD Prepared by:

Department: Kentucky Historical Society
Class Title: Functional Director-KHS
Division: Administration
Position Number: 30019760
Position Type: Full-time, FLSA Exempt
Hire Date:

Job Summary:

The Director of Finance & Support Services will work to fulfill the mission of the Kentucky Historical Society as well as work to help their colleagues throughout the organization succeed. They will be responsible for the effective and efficient financial and operational functions of KHS and contribute to the development of the organization’s strategic goals. They oversee the stewardship of the Kentucky Historical Society’s financial, facilities, and technology assets. This position ensures a safe and secure experience for both guests and staff (paid and non-paid). They also serve as the agency contact with Cabinet CFO and interact with the KHS Governing Board.

The Director of Finance & Support Services works with the KHS Leadership team to ensure the smooth operations of a complex historical organization with approximately 50 employees, an annual budget of over \$8.2 million, and hosts over 48,000 guests annually. They will be a thought leader about organizational matters, overseeing and directing policies and procedures related to operations, and leading efforts for process improvements and performance enhancement throughout the organization. They support the Executive Director in efforts to ensure long-term financial stability, expand capacity, and enhance the overall reputation of the Kentucky Historical Society and Kentucky history.

The Director of Finance & Support Services oversees a support staff at the museum, including accounting and finance, security, information technology systems, legal matters, and facilities operation and maintenance for a 167,000-square-foot, state-of-the-art museum, research library, and offices in downtown Frankfort, KY as well as the Old State Capitol and Kentucky Military History Museum.

Essential Duties and Responsibilities:

Financial Leadership

- Oversee, direct, and organize the work of the finance team.
- Advise the executive director and other key members of the senior leadership team on financial planning, budgeting, cash flow, and policy matters.
- Provide financial reporting as required at Board meetings, cabinet meetings, and strategy reviews; liaise with the Governing Board Treasurer, Finance Committee, and/or Audit Committee as appropriate; liaise with the Finance Cabinet and Tourism, Arts & Heritage Finance Director.
- Prepare the annual and biennial budget in consultation with the Executive Director and Treasurer and/or Finance Committee

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- Ensure compliance to all applicable procurement and purchasing policies and guidelines and all financial statutory requirements of the organization are met.
- Manage the preparation, review, and monitoring of team budgets, financial forecasting, and cash flow for administration, existing programs, and proposed new initiatives including grant-funded initiatives.

Facilities Administration

- Oversee, direct, and organize the work of the facilities and security teams.
- Ensures policies and procedures and resources are in place to provide for staff and organizational security; direct the implementation of the KHS safety program and emergency response
- Direct staff to act as agency advocate and liaison with law enforcement, fire officials, other maintenance and building contractors
- Oversee the completion and submission of an annual inventory report
- Monitor risk management policies and procedures to ensure that program and organizational risks are minimized
- Oversees and tracks the execution and status of contracts and agreements binding KHS; ensure that organization is in compliance with rules and regulations governing the operations of the organization and protected from legal liability. Conducts staff trainings as needed.
- Provides administrative oversight of major projects, exhibitions, and agency-wide initiatives.

Technology Administration

- Oversee, direct, and organize the work of KHS technology teams.
- Oversees the evaluation and need for new technology to meet the organization's data processing, control, and reporting requirements; ensures that technology operational systems, and all other office procedures support the effective operations of the organization.
- Directs the work to support KHS operations and program managers and others to implement technology solutions.

Qualifications:

Education – Bachelor's degree in Business, Accounting or related field required, a master's in business administration or related field is preferred.

Experience – Minimum of five (5) years of experience in finance or accounting with progressively responsible administration required for areas of responsibility in financial management, facilities operations, and/or technology. At least three (3) years must include supervision and implementing major projects. Must be familiar with nonprofit finance and accounting regulations.

Communication - Ability to write and communicate effectively with staff, volunteers, and outside vendors.

Computer Skills – Advanced skill with database management, spreadsheets, and financial management software, along with basic word processing, internet, and email skills.



Work Environment - Ability to organize files and projects and complete them in a timely manner. Must be able to manage multiple projects from concept to completion. Must be willing to work some evenings, weekends, and occasionally travel.

Physical Demands – Must be able to sit or stand for long periods.

Preferable Experience and Expertise - Knowledge of point of sales systems, ticketing systems, inventory systems, electronic constituency management systems, or organizational dashboards are useful. Knowledge and familiarity of the Commonwealth's eMARS (accounting system) is a plus. Previous experience in payroll and fiscal operations, both budgeting and procurement, within state government is preferred. Experience in a history organization, museum, or other cultural institution is beneficial. Background in facility management is helpful.

Direct Reports:

Budget Specialist	Position No. 31121353
Facility & Security Manager	Position No. 30019756
Accounting Clerk	Position No. 31170583
Technology Administrator	Position No. TBD

Competencies/Behavior Dimensions

- *Passion for Kentucky history:* Passion for the KHS mission and core values: service, discovery, excellence, authenticity, stewardship. Possess an ability to communicate this passion to others.
- *Embrace Diversity:* Commitment to inclusiveness and empowerment.
- *Behave Ethically:* Understand ethical behavior and KHS Policies and Procedures, and ensure that own behavior and the behavior of others is consistent with these standards and aligns with the values of the organization.
- *Communicate Effectively:* Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- *Confidentiality:* Uses discretion in dealing with customers and fellow employees; maintains confidentiality of information or materials appropriate to the position.
- *Foster Teamwork:* Work cooperatively and effectively with others, both internal and external, to set goals, resolve problem, and make decisions that enhance organizational effectiveness.
- *Lead:* Positively influence others to achieve results that are in the best interest of the KHS.
- *Make Decisions:* Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the KHS.
- *Organize:* Set priorities, develop a work schedule, monitor progress towards goals, and track details/data/information/activities.
- *Plan:* Determine strategies to move the organization forward, set goals, create and implement actions plans, and evaluate the process and results.
- *Solve Problems:* Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.
- *Focus on client needs:* Anticipate, understand, and respond to the needs of internal and external clients to meet or exceed their expectations within the organizational parameters.
- *Time Management:* Must be able to constantly multi-task as this team is in constant demand from both internal and external customers with ongoing issues and questions.