MOCAD

Finance Manager

Position Description

About MOCAD

The Museum of Contemporary Art Detroit (MOCAD) presents exhibitions and programs that explore the best of contemporary art, connecting Detroit and the global art world. MOCAD is focused on art as a means to nurture social change and human understanding, reflecting our community. We encourage innovative experimentation by artists, musicians, makers, cultural producers, and scholars to enrich all who participate and to educate visitors of all ages in the power of art. Whether from Detroit or around the world, we welcome creative voices who can guide us to an equitable and inclusive future. We believe that art can change us, and it's our responsibility to hold a space where challenge, acceptance, hope, and beauty can coincide.

MOCAD opened to the public in 2006. It is operated by a staff of roughly 25 employees who work to deliver two to three exhibition and programming seasons per year in both MOCAD's main building and Mike Kelley's Mobile Homestead. MOCAD is an Equal Opportunity Employer.

About the Role

The Finance Manager plays a key leadership role in overseeing the Museum's financial management while supporting operational effectiveness across the organization. This position is responsible for financial planning, reporting, budgeting, compliance, cash flow management, grant financial administration, payroll oversight, audit coordination, and partnership with external accounting providers. The role ensures the integrity of the museum's financial systems and provides strategic financial guidance to support organizational sustainability and growth.

Working closely with the Chief Operating Officer and department staff, the Finance Manager helps implement institutional priorities, strengthen internal systems, and support strategic decision-making. This role also contributes to developing and overseeing policies and procedures that enhance organizational effectiveness. Additional responsibilities may be assigned in alignment with institutional needs and the employee's expertise.

Classification

Status: Full-time, Exempt

Compensation Range

Range: $65,000–$70,000 per year

Schedule

Full-time schedule based on Museum needs. M–F, 9:30am–5:30pm with occasional evening and weekend hours required.

Direct Supervisor

Co-Director/Chief Operating Officer

Role Responsibilities

Financial Leadership + Management (80%)

- Lead the preparation, review, and analysis of monthly financial reports to ensure accuracy, transparency, and alignment with organizational goals and financial standards.
- Prepare financial reports, dashboards, and analyses for leadership, the Finance Committee, and the Board of Directors to support informed decision-making and organizational oversight.
- Develop and manage financial components of grant applications and reporting, ensuring compliance with funder requirements and supporting continued funding success.
- Oversee organizational cash flow, including monitoring bank balances, managing restricted funds and wire transfers, and maintaining accurate, forward-looking cash management reports.

- Partner with the CPA to ensure timely and accurate reconciliation of monthly bank statements, company credit card statements, and quarterly petty cash accounts.
- Reconcile company credit card statements and maintain well-organized, audit-ready financial documentation and records.
- Process and record financial transactions, including invoices, cash receipts, journal entries, and check disbursements, ensuring accuracy and proper documentation.
- Serve as the secondary approver for purchase requests, ensuring appropriate authorization, budget alignment, compliance with internal controls, and proper supporting documentation.
- Lead and oversee the maintenance of accurate and up-to-date financial records in QuickBooks and ensure the timely completion of monthly and year-end reconciliation processes.
- Oversee the preparation, review, and timely filing of all required 1099 reporting and monthly, quarterly, and annual sales tax returns, ensuring compliance with federal, state, and local regulations.
- Support the annual budgeting process in collaboration with leadership and department managers while leading the development and management of organizational forecasts and financial projections.
- Monitor organizational performance against budget and provide variance analysis and actionable recommendations.
- Provide financial oversight by reviewing and approving institutional expenses and guiding department heads in developing and managing their budgets.
- Oversee payroll processing, ensuring accuracy, timeliness, and compliance prior to COO approval.
- Lead audit preparation efforts in partnership with the CPA, coordinating documentation and supporting all audit-related activities.
- Ensure compliance with all governmental reporting requirements, proactively implementing auditor recommendations to strengthen financial controls and organizational integrity.
- Serve as a financial advisor to leadership, offering insights and recommendations to support strategic decision-making and long-term sustainability.

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Strategic Operations, Compliance + Administration (15%)

- Lead the evaluation and enhancement of administrative and financial processes, internal controls, and organizational systems to improve efficiency, compliance, and operational effectiveness.
- Partner with organizational leadership to align financial planning, resource allocation, and business operations with the museum's strategic priorities and long-term sustainability goals.
- Oversee contract administration and review processes, ensuring appropriate financial controls, compliance, risk management, and organizational accountability.
- Serve as the primary liaison with legal counsel on contractual, compliance, and organizational matters.
- Coordinate the renewal and administration of the museum's insurance policies, working with the Co-Director/COO and insurance providers to review coverage, costs, and organizational needs.
- Provide financial and administrative support for employee lifecycle activities, including workforce planning, onboarding, and organizational transitions.
- Collaborate with the COO to develop, implement, and maintain HR and administrative policies that support compliance, operational consistency, and organizational best practices.
- Coordinate annual employee benefits renewals and review healthcare and benefits plan options with the Co-Director/COO, working with vendors as needed and providing recommendations that balance employee needs, cost, and long-term financial sustainability.
- Support organizational compliance initiatives and monitor changes in regulatory requirements, employment practices, and nonprofit governance standards.

Additional Responsibilities (5%)

- Contribute to long-term financial and operational planning, proactively identifying risks, opportunities, and areas for improvement.
- Stay informed of industry trends and best practices, integrating relevant strategies to strengthen organizational performance.

- Partner across departments (e.g., curatorial, exhibitions, education) to ensure coordination, alignment, and effective execution of museum initiatives.
- Ensure compliance with safety regulations, accessibility standards, and preservation best practices to protect the institution, its staff, and its collections.
- Perform additional duties as needed to support evolving organizational priorities and the full scope of museum operations.

Qualifications + Desired Skills

Qualifications

- Bachelor's degree required; advanced degree preferred.
- Minimum of 5 years of progressively responsible experience in accounting, finance, or financial management.
- Proficiency with computerized accounting systems, including QuickBooks.
- Demonstrated experience with budgeting, fiscal management, forecasting, and financial reporting.
- Familiarity with Apple OSX and MS Office Suite (Word and Excel).

Desired Skills + Experience

- Strong planning, organizational, analytical, and communication skills, with the ability to motivate and support staff.
- Creative problem-solving abilities and strategic thinking.
- Proven experience leading teams, fostering collaboration, and supporting open communication.
- Knowledge of nonprofit and/or museum operations, including budgeting, financial oversight, and compliance.
- Ability to work effectively with diverse communities, stakeholders, and the public.
- Experience presenting financial information to leadership, committees, boards, and non-financial audiences.
- Genuine interest in contemporary art and community-centered cultural work.

Work Environment

The Finance Manager works in a collaborative, fast-paced, hybrid museum environment requiring regular on-site presence. Occasional evening and weekend hours may be required for meetings, audits, budgeting, programs, and deadlines. The role involves significant computer-based work and requires professionalism, confidentiality, and accuracy.

To Apply

To apply for this role, please email your resume and cover letter as a PDF to jobs@mocadetroit.org. Unfortunately, we are unable to respond to inquiries about hiring or this position.