



Job Description

POSITION TITLE:	HR and Finance Manager
REPORTING TO:	The Gabriele Haberland Director, MMoCA
FLSA CLASSIFICATION:	Exempt
STARTING SALARY:	\$82,000–\$88,000
HOURS PER WEEK:	Full time
LAST UPDATED:	May 2026

POSITION SUMMARY

The HR & Finance Manager is responsible for the daily functions of the Human Resources (HR) department, including recruitment and staffing, employee relations, benefits and leave administration, compensation analysis, performance management, and consistent implementation and enforcement of company policies and practices.

In addition, this position oversees the Museum’s financial operations, supporting organizational fiscal health through budgeting, financial reporting, compliance, and internal controls. Working closely with the Director and finance support staff, this role ensures accurate financial management, responsible stewardship of resources, and alignment of financial practices with MMoCA’s strategic priorities.

This position must be people-focused, detail-oriented, and capable of managing both human resources and financial processes with a high degree of accuracy, integrity, and accountability, while promoting a positive workplace culture that aligns with MMoCA’s mission and values.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Fundamental Responsibilities

Staffing

- Partner with supervisors to identify staffing needs
- Coordinate full-cycle recruitment efforts, including job postings, candidate screening, interviews, and offer processes
- Facilitate onboarding and orientation programs to ensure a smooth transition for new hires
- Coordinate successful offboarding for employees leaving the organization

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. MMoCA is an Equal Opportunity Employer. It is our policy to administer all of our employment practices, including those pertaining to recruitment, hiring, placement, transfer, promotion or demotion, rates of pay or other forms of compensation, layoff or termination and selection for training in a nondiscriminatory manner without regard to race, color, religion, sex, age, handicap or disability, sexual orientation, national origin, or any other basis prohibited by applicable federal, state, or local fair employment laws or regulations.



Benefits & Compensation

- Administer employee benefits programs (including COBRA) and assist with open enrollment
- Respond to employee inquiries about benefits and compensation
- Support compensation benchmarking and salary review processes

Performance Management & Training

- Assist in managing performance review cycles and goal-setting processes
- Support employee development initiatives and training programs
- Identify opportunities for professional development and organizational growth

Employee Relations & Support

- Serve as a primary point of contact for employee questions regarding HR policies, procedures, and programs
- Foster a positive and inclusive workplace culture
- Facilitate productive problem solving and create opportunities for understanding among team members as needed
- Collaborate with supervisors to address employee performance concerns and develop plans to support improvement

HR Administration & Compliance

- Maintain accurate employee records and HRIS data
- Administer worker's compensation, FMLA, and other employee leaves of absence
- Oversee interactive ADA accommodation process
- Support development and implementation of HR policies and procedures
- Ensure compliance with applicable federal, state, and local employment laws
- Promote and contribute to MMoCA's workforce initiatives, including the expansion and advancement of employee diversity, equity, access, and inclusion
- Help staff Art Fair on the Square as needed, alongside other MMoCA colleagues, traditionally held the second weekend in July

Budgeting and Financial Planning

- Lead the development and coordination of the Museum's annual operating budget in collaboration with the Director and department leads
- Monitor budget performance through regular budget-to-actual analysis and communicate variances and trends

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- Support long-term financial planning and forecasting to inform organizational decision-making

Financial Reporting and Oversight

- Prepare and review monthly financial statements for internal leadership and Board reporting
- Ensure accuracy and integrity of financial data through oversight of general ledger activity and reconciliation processes
- Translate financial data into clear, usable information for non-financial staff and leadership

Internal Controls and Compliance

- Maintain and strengthen internal controls to safeguard organizational assets and ensure responsible financial practices
- Ensure compliance with generally accepted accounting principles (GAAP) and applicable federal, state, and local regulations
- Support the development and documentation of financial policies and procedures

Audit and Tax Coordination

- Serve as the primary internal liaison for annual financial audits, working in partnership with external auditors
- Coordinate preparation of financial materials for IRS Form 990 and other required filings
- Ensure timely and accurate completion of all audit and compliance processes

Operational Financial Management

- Oversee accounts payable, accounts receivable, payroll processes, and cash handling procedures through supervision of finance support staff or external vendors
- Ensure timely processing of financial transactions and adherence to internal protocols
- Monitor cash flow and organizational financial position in coordination with the Director

Grant and Restricted Fund Management

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- Collaborate with Development staff to track restricted funds and ensure compliance with donor intent
- Prepare financial reports for grants and funding partners as required
- Support accurate reconciliation between development records and financial systems

QUALIFICATIONS (EDUCATION, EXPERIENCE, CERTIFICATIONS, LICENSES)

- Bachelor's degree in human resources, Business Administration, or related field required
- 5+ years of combined fiscal management and human resource experience, preferably in a nonprofit or mission-driven organization
- Thorough knowledge of employment-related laws and regulations
- PHR or SHRM-CP a plus

Skills and Abilities

- Effective verbal and written communication skills
- Superior interpersonal, negotiation, and conflict resolution skills
- Exceptional organizational skills and attention to detail
- Proven ability to effectively manage time and meet deadlines
- Strong analytical and problem-solving skills
- Ability to prioritize and delegate tasks as appropriate
- Demonstrated commitment to integrity, professionalism, and confidentiality at all times
- Advanced-level proficiency with Microsoft Office Suite, G Suite, and Intuit products, including Quickbooks
- Proficiency with or the ability to quickly learn the organization's HRIS and talent management systems
- Knowledge of and interest in Contemporary Art

WORK ENVIRONMENT AND JOB SPECIFICATIONS

The work environment and job specifications listed below are representative of those that must be met by an employee, with or without accommodations, to successfully perform the essential functions of this job.

- Primarily perform work in an office environment
- Frequently move around the office and access or use computers, office equipment, telephone, and any other pertinent supplies, space, or equipment used to perform the duties of the position
- Work with frequent interruption
- Sit for long periods of time
- Lift and/or move up to 10 pounds and occasionally lift and/or move up to 20 pounds

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- Rare travel occasionally for events, meetings, etc.

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