



Vice President / Chief Financial Officer

About the Senator John Heinz History Center

The Senator John Heinz History Center is an award-winning American history museum and Pittsburgh first-day attraction featuring unrivaled historical collections and the stories of Western Pennsylvania people. The History Center is dedicated to creatively presenting history to large and diverse audiences—inspiring people to learn from the past in order to make better decisions in the present and plans for the future. An affiliate of the Smithsonian Institution, Pittsburgh’s History Center is the largest history museum in Pennsylvania—a 350,000 sq./ft. facility with six floors of long-term and changing exhibition space, and spectacular spaces for special events. The History Center’s museum system includes the Western Pennsylvania Sports Museum, a dynamic museum-within-a-museum; the Fort Pitt Museum in Point State Park; and Meadowcroft Rockshelter & Historic Village, a National Historic Landmark located in Avella, Pa. in Washington County. The History Center presents the most compelling stories from American history with a Western Pennsylvania connection, all in an interactive environment perfect for visitors of all ages.

Job Posting

The Senator John Heinz History Center—Pittsburgh’s oldest cultural institution (1879), the largest history museum in Pennsylvania dedicated to history, and an affiliate of the Smithsonian Institution—is seeking a dynamic and experienced Vice President / Chief Financial Officer (CFO).

As a key member of the Senior Executive team reporting to the President & CEO, and partnering with other senior executive leaders, the Vice President / Chief Financial Officer assumes a strategic role in the overall management of the History Center. The VP /CFO has primary day-to-day responsibility for planning, implementing, managing, and controlling all financial-related activities of the History Center and works to plan and forecast the overall financial vision of the History Center to ensure productive financial operations. This includes direct responsibility for accounting, finance, budgeting and financial and cash forecasting, managing all banking, debt and investment relationships, strategic planning, legal, audit and compliance, property management, procurement, deal analysis and negotiations, investor relationships and partnerships.

The VP / CFO is to have strong analytical, planning, and communication skills necessary to collaborate with the History Center’s President & CEO, Executive Vice President, Board Members, Senior Leadership Staff and all History Center staff members.

The VP/CFO also supervises and directs all operational activities of the physical plant and grounds, Energy Efficiency/Sustainable Practices, Risk Management, including all insurance-related activities; external space rentals/tenant relationships, Inspections/Licensing, Emergency Planning and Response,

Construction Project Planning & Capital Management and Code Compliance while staying within budgetary guidelines for multiple locations including the History Center, Fort Pitt Museum and Meadowcroft Rockshelter & Historic Village.

This is a full-time, salaried position reporting directly to the President & CEO.

Requirements

- The successful candidate must possess a bachelors' degree in accounting or finance; MBA/CPA preferred
- 10+ years' total accounting or finance experience with some non-profit experience
- Outstanding knowledge and understanding of GAAP, process and internal control design and effectiveness, and grant and other compliance reporting.
- Background coordinating with I.T. staff to manage and/or upgrade systems and improve on functionality. Systems implementation experience strongly preferred.
- Experience with capital planning, project management and oversight, including large capital projects
- Outstanding communication and presentation skills.
- Demonstrated leadership ability, confidence and executive presence – ability to motivate staff.
- Excellent analytical, reasoning and problem-solving skills
- Significant experience working with external auditors, internal controls and compliance-related issues.

Why Work at the History Center?

- Rewarding, mission-driven work that makes an impact in the community!
- Dynamic workplace located in Pittsburgh's historic Strip District
- Voted the Best Museum in Pittsburgh by Pittsburgh Magazine's Reader Poll 2022
- Flexible work schedule
- Full benefits package including medical, dental, and vision insurance
- 403(B) retirement plan
- Paid time off
- Nine (9) paid holidays
- Company paid life insurance / LTD
- Discounts in the Museum Shop and Cafe

The History Center is an Equal Opportunity Employer. The History Center celebrates diversity and is committed to treating all applicants & employees fairly based on their abilities, achievements, and experience without regard to race, national origin, sex, age, disability, veteran status, sexual orientation, gender identity or any other classification protected by law.

Minorities encouraged to apply.

Qualified applicants can apply here:

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=43832&clientkey=8C418A547E1D3E774FF0277E8175A385>

Or should submit a cover letter (*including salary requirements and how you learned of our vacancy*) and resume to:

Renee Falbo, Director of Human Resources, Senator John Heinz History Center

1212 Smallman Street, Pittsburgh, PA 15222 hr@heinzhistorycenter.org

Fax: 412-454-6358