

JOB DESCRIPTION

Location: Delta Flight Museum, Atlanta, GA

Job Title: Director – Finance

The Delta Flight Museum seeks to hire a Director – Finance. The Director, reporting to the Executive Director, will be responsible for the Museum's budgets and daily financials. The Director works closely with the DFM senior leadership team to ensure all aspects of financials are handled and reported in a professional and appropriate manner at all times.

The ideal candidate is a self-motivated individual with a background in nonprofit accounting. Attention to detail, computer skills, and knowledge of basic accounting are required. This position also requires the ability to communicate effectively and work well with a small staff.

Job Responsibilities:

- Manage DFM budgets and daily financials, which include accounts payable, accounts receivable, general ledger, bank reconciliation, and providing reports as required for monthly, quarterly, and annual reporting to the Board of Trustees
- Manage the Museum's working capital, cash, and investments
- Ensure compliance with relevant government regulations and DFM finance and accounting policies and procedures
- Supervise providers such as CPA accountants, tax preparers, and auditors

Requirements:

- Bachelor's degree in finance, business administration, or related fields; Master's degree preferred
- 5+ years financial experience
- Working knowledge of nonprofit legal requirements
- Experience with budgets, audits, and document preparation
- Demonstrated understanding of and ability to learn current technologies

Position Details

- \$35/hour
- 10-20 hours/week depending on need

Employer Information

The Delta Flight Museum is a nonprofit 501(c)(3) organization whose goal is to collect, preserve, and present the history of Delta Air Lines in ways that educate and engage. It serves Delta employees, retirees, and families, Delta friends, local communities, nonprofit organizations, and academic researchers. Located in Delta's World Headquarters in Atlanta, the Museum is housed in Delta's two 1940s aircraft hangars. On display are historic aircraft and permanent and seasonal exhibitions. For additional information about the Museum, please visit www.deltamuseum.org.

This position is through [AllSource PPS](#), an AgileOne company, and does not come with Delta Air Lines flight benefits.

How to Apply

- Email resume and letter of interest to: museum.delta@delta.com
- Resumes will be accepted until position is filled.