The Menil Collection
Employment Opportunity

Title: Financial and Budget Analyst

Department: Finance Department

Reports to: Chief Financial Officer

Status: Full-time; exempt from overtime

Work location: Onsite

General Responsibilities

The Financial and Budget Analyst provides administrative and project support to the Chief Financial Officer (CFO) and the Controller of the Menil Foundation, Inc. by performing financial and statistical analysis, providing ongoing, timely, and accurate ad hoc financial and data analysis, evaluation, and recommendation reports to support decision-making processes.

Specific Duties

Administrative
1. Represent the Finance and Accounting Department professionally. Maintain a positive, effective working relationship with all departments, employees, and members of the Menil's Board of Trustees.
2. Prepare, revise, and update PowerPoint presentations and Excel spreadsheets.
3. Act proactively in the collection and amendments of data and reports.
4. Assist the Accounts Payable Specialist with reconciling invoices and resolving vendor issues.

Budget and Finance
1. Support the annual organization-wide budget process and monthly fiscal year review. Develop and disseminate budget templates and management reports with the CFO, Controller, and other departmental staff.
2. Assist with the monthly financial review and analysis and budget variance reports.
3. Provide financial reporting and analysis support to the Controller and CFO, as requested.
4. Organize financial and budget reports and proactively take steps to understand and offer improvements to the Menil Foundation's budget process.
5. Maintains the Capital Project Costs budgets. Tracks current and anticipated expenditures; reconciles and codes invoices.
6. Assist employees whose responsibilities include oversight of the Menil's rental real estate with budget reports and expense tracking, as needed.
7. Work with the Accounting Department on projects and priorities as assigned.

Treasury
1. Assist the CFO and Controller with cash management and cash flow analysis.
2. Prepare wire transfer requests.
3. Initiate Trade Orders and Web Cash Movements
4. Gather investment reports needed for documentation and support from the applicable online fund portals.
Qualifications

1. Bachelor's degree in Accounting or Finance, or other bachelor's degree in combination with MBA and/or relevant experience.
2. Three years of experience in accounting or finance. Exposure to real estate construction and management is highly desirable.
3. Endowment and investment knowledge preferred.
4. Excellent written and oral communication skills.
5. Advanced proficiency in Microsoft Office Suite and financial modeling.
6. Experience in SharePoint or similar intranet or similar web application framework preferred.
7. Strong analytical and logic skills. Skill or experience performing various types of financial analysis, financial modeling, and forecasting, with experience using a programming language for interacting with data held in a relational database, such as SQL, preferred.
8. Superior critical thinking and problem-solving abilities.
9. Strong attention to detail and commitment to accuracy.
10. Must have excellent interpersonal skills and the ability to manage sensitive and confidential matters with appropriate discretion and responsibility.
11. Ability to organize, assess, and manage competing priorities and work well under pressure.

Benefits

The position comes with a comprehensive benefits package that includes paid vacation and sick time, medical and dental insurance, life insurance, AD&D, and LTD coverage. Employees may also participate in the Menil's 401(k) plan and receive an employer contribution equivalent to 5% of wages earned after one year on the job.

How to Apply

For immediate consideration, please email your resume, cover letter, and salary expectations to hr@menil.org. You also have the option of forwarding your application materials via postal mail to:

Human Resources Department
The Menil Collection
1511 Branard Street
Houston, Texas 77006

The Menil Collection is an Equal Opportunity Employer and seeks diversity in its workforce. The Menil is committed to attracting, retaining, developing, and promoting the most qualified employees without regard to race, color, religion, sex, age, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity, or expression, or any other characteristic protected by federal, state, or local laws.