

**The Menil Collection
Employment Opportunity**

Title: *Assistant to the Chief Financial Officer*

Department: Administration

Reports to: Chief Financial Officer

Status: Full-time

Work location: Onsite

General Responsibilities

Responsible for providing a range of administrative support and coordination of projects for the Chief Financial Officer ("CFO"), the Finance and Accounting Department, and the Director of Human Resources. Responsible for maintaining high standards of professionalism, efficiency, personal communication, discretion, and independent judgment. In working with internal and external contacts, including the Menil's Board of Trustees, the Assistant to the CFO deals with a wide range of confidential issues under tight deadlines.

Specific Duties

1. Provide administrative support to the CFO and the departments under their supervision. Manage the CFO's and departmental calendars to prioritize and resolve conflicts and to ensure all commitments and deadlines are met.
2. Prepare and disseminate agendas, itineraries, schedules, and other correspondence as needed.
3. Use good judgment in assisting staff with questions regarding policies and procedures.
4. Maintain the Finance and Accounting Department's permanent records in compliance with the organization's retention policy and according to practices established by the CFO.
5. Track and prepare monthly expense reports for the CFO.
6. Assist the CFO in coordinating departmental activities and annual audits to meet commitments and deadlines.
7. Schedule travel and lodging for the CFO in compliance with organizational policies and limits.
8. As required, support and coordinate Audit, Finance, and other Committee meeting arrangements, including teleconferences and minute-taking.
9. Assist in preparing meeting packets and PowerPoint presentations for the Menil's Board of Trustees and Audit and Finance Committee meetings.
10. Perform standard office tasks such as answering telephones, filing, ordering supplies, faxing, copying, and ordering refreshments for meetings.
11. Digitize and maintain files using the most current technology.
12. Ensure current forms and documents are available to staff on the Finance and Accounting Department's intranet pages.
13. Track, order, and maintain departmental office supplies.
14. Maintain positive relationships with staff, consultants, bankers, and vendors.
15. Undertake special assignments or projects on various responsibilities assigned by the CFO.

Qualifications

1. A bachelor's degree with at least two years prior administrative experience in a non-profit institution or fine art museum is preferred.
2. Must be able to observe and maintain a high degree of confidentiality and professionalism.
3. Strong computer skills are essential, particularly for Microsoft Office Suite (Excel, Word, and PowerPoint) and Microsoft Outlook. Additional experience with SharePoint, Powerpoint, Adobe, and Photoshop is preferred.
4. Must be proficient, detail-oriented, and accurate to assist in running a smooth office environment.
5. Must demonstrate creativity, flexibility, foresight, and mature judgment in anticipating and solving problems and dealing with various situations.
6. Must be able to communicate effectively and interface professionally with all levels of personnel.
7. Excellent oral and written communication (including proofreading).
8. Ability to organize projects.
9. Ability to work independently, meet deadlines, and coordinate multiple projects simultaneously.

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 and cover letter 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.