



THE JOHN & MABLE RINGLING MUSEUM OF ART  
STATE ART MUSEUM OF FLORIDA | FLORIDA STATE UNIVERSITY

Job Title: Program Director of Budget & Financial Services

JOB ID #: 54375

Learn more and apply at: <https://bit.ly/ProBudget2023>

### **About The Ringling**

The John & Mable Ringling Museum of Art is located in Sarasota, Florida, and is a part of [Florida State University](#). Want to learn more about The Ringling?

[Website](#) | [Facebook](#) | [Twitter](#) | [Instagram](#) | [Flickr](#) | [Pinterest](#) | [YouTube](#)

### **Equity Statement**

The Ringling is an Equal Opportunity/Access/Affirmative Action/Pro Disabled & Veteran Action employer with a strong commitment to diversity and inclusion. As such, we are always seeking individuals dedicated to innovation and excellence. A successful candidate will work effectively, respectfully, and collaboratively in a diverse, multicultural, and inclusive setting. We especially encourage applications by individuals from underrepresented groups, with a demonstrated commitment to a culturally and intellectually diverse workplace.

Should you require accommodations for the application or interview processes, please email [employment@ringling.org](mailto:employment@ringling.org) or call 941-358-2773.

Learn more about our commitment to Diversity and Inclusion:

- [FSU's Equal Opportunity Statement](#)
- [FSU Diversity & Inclusion Statement](#)
- [FSU Strategic Plan](#)
- [Ringling Strategic Plan](#)
- [Ringling Equity Statement](#)

### **Responsibilities**

The Program Director of Budget & Financial Services has significant financial responsibilities, including the management of key financial reporting processes for The Ringling and Florida State University (FSU). This role is responsible for the overall direction, management and operation of all financial services for The John & Mable Ringling Museum of Art (The Ringling).

- Manages the Ringling of Art budgeting functions and financial reporting for all funding sources (E&G, Auxiliary, Foundation, and Contracts and Grants). Interprets and implements policies to ensure compliance with applicable federal and state rules and regulations; understands and applies applicable financial reporting guidelines including GASB and FASB statements; develops, implements, and maintains compliance with University regulations, policies, and procedures. Leads the preparation of the museum annual operating budget with Executive Director and Deputy Director, senior staff team, and other museum staff. Monitors departmental & overall museum budgets and reviews financial data throughout the year. Responsible for developing sustainable, strategic business models and financial forecasts; determines and develops processes and standards related to museum budgeting and accounting. Designs, develops, and conducts special studies in the assigned area of budgeting and cost studies.
- Provides high level expertise to the Executive Director, Deputy Director, and Ringling Senior Director of Development and other senior managers. Reviews and prepares museum financial reports and financial information for appropriateness and completeness to assist in guiding museum management. Tracks museum statistical indicators and performs analysis. Partners with department heads to ensure that reporting on results in their areas are timely and accurate. Conducts spending analysis of funding sources and allocates spending based on projected budgets. Allocates quarterly investment earnings. Oversees financial management and billing for the shared chiller plant with New College of Florida. Participates in strategic planning and initiates long range changes and improvements.

- Represents the museum and serves as an organizational contact with the University, to include all areas of the University Controller's Office, Budget Office, Foundation Accounting, and Procurement. Participates in strategic planning and initiates long range changes and improvements. Prepares, reviews, formats, and presents financial reports for John & Mable Ringling Museum of Art Foundation Board of Directors meetings. Serves as a staff liaison to the Ringling Foundation Budget, Finance, & Investment Committee and Audit Committee. Serves as member of The Ringling Senior Staff.
- Assists in grant administration budget monitoring, expense and financial reporting, including but not limited to, the preparation of the financial portion of grant reports and billings to ensure compliance with requirements and policies of funding sources. Conducts additional research and analyses of Foundation accounts as requested by executive leadership. Serves as Budget/cost approver for travel. Determines vault access and oversees surprise audits of cash office. Provides guidance and direction and assures that internal controls are in place to include proper cash handling policies for all incoming revenues.
- Oversees the management, administrative direction and coordination of activities and staff for the accounting, budgeting and general fiscal compliance of the museum. This includes overseeing all financial transactions assigned to staff, including but not limited to the areas of Accounts Payable, Purchasing, and Accounts Receivable. Ensures appropriate training, staffing and compliance structure is in place to adequately provide the most effective service to the museum. Plans, designs, implements, and administers programs and procedures necessary to provide full support in all business operations. Manages the administering and appropriate expenditures for all allocated funds. Provides guidance as needed for accounting function and activities. Assist in the development, documentation, and maintenance of finance and accounting policies and procedures, with emphasis on the Museum's internal controls and efficient workflows.

### **Qualifications**

#### **Education:**

- Bachelor's degree and six years' experience related to budget, financial and/or accounting services or a combination of post high school education and experience equal to ten years. (Note: higher education can substitute for experience at the equivalent rate.)

#### **Knowledge of:**

- Generally accepted accounting principles.
- Concepts, principles, and practices of accounting, budgeting, and preparation of financial reports.
- Contract administration.

#### **Ability to:**

- Interpret and apply related University policies, procedures, principles, and practices.
- Compile, review, and reconcile data for accuracy, completeness, and compliance.
- Train and supervise employees.
- Evaluate process effectiveness and develop change or alternatives.
- Communicate effectively verbally and in writing.

### **Helpful/Preferred**

- Bachelor's degree in Accounting.
- Certified Public Accountant.
- Experience in non-profit and/or governmental accounting.
- Experience with endowments and investments.
- Experience with handling audits.
- Ability to conduct financial analysis.
- Knowledge of PeopleSoft and QuickBooks software.

### **Contact Information**

For more information, or for technical assistance, please contact Ringling Human Resources at 941-358-2773 or [employment@ringling.org](mailto:employment@ringling.org).

### **Anticipated Salary Range**

The anticipated rate of pay will range from the low 70's to high 80's annually and will be based on the education, skills, and experience of the selected candidate. Please note that majority of applicants will be offered at midpoint of range.

FSU offers a robust Total Rewards package. Visit our [website](#) to learn more about our Compensation, Benefits, Wellness, Recognition, and Employee Development programs. Use our [interactive tool](#) to calculate Total Compensation options based on potential salary, benefits and retirement contributions, earned leave, and other employment-related perks.

Museum employees also receive:

- Regular training on upcoming [exhibitions](#)
- Private [gallery talks](#) with curators
- Discounts on [memberships](#)
- Discounts in the [museum store](#)
- Discounts on select [performances/events](#)
- Free museum [admission](#) and much more!

### **Schedule**

Monday through Friday from 8:00 AM to 5:00 PM with a one-hour meal period. Please note that evenings, weekends, special events, or holidays may be required based on the needs of The Ringling.

### **Criminal Background Check**

This position requires successful completion of a criminal history background check, to include fingerprinting. The background check will be conducted as authorized and in accordance with [University Policy 4-OP-C-7-B11](#).

### **How to Apply**

If qualified and interested in a specific job opening as advertised, apply to Florida State University at <https://jobs.fsu.edu> (search under keyword "Ringling").

**Applicants are required to complete the online application with all applicable information.** Applications must include all work history up to ten years, and education details even if attaching a resume.

If you are a current FSU employee, apply via myFSU > Self Service.