



Smithsonian Enterprises

Vacancy Announcement

Senior Vice President, Finance & Administration
Senior Level Trust (Non-Federal) Position

SE-23-0167

Announcement Closes on October 10, 2023

Duty Location: Washington, DC

This position is open to all qualified candidates eligible to work in the U.S.

The Smithsonian Institution, the world's largest museum and research complex, maintains and exhibits the National Collections and welcomes some 30 million visitors per year to its museums. Smithsonian Enterprises (SE) is a revenue-generating unit of the Smithsonian Institution, responsible for raising annual unrestricted funds to support the mission of the Smithsonian. Smithsonian Enterprises oversees the Media Group, Retail Group, Ecommerce, Smithsonian Journeys (travel program) and Licensed Products. These revenue generating activities support and further the Smithsonian mission of "the increase and diffusion of knowledge" providing revenue to support the exhibition and research programs of the Smithsonian.

The SVP Finance & Administration (SVP) provides leadership and direction in the central planning, coordination and oversight of all activities in the Finance & Administration area including Finance/Accounting Group, Human Resources, Contracting/Employee Travel, Risk Management, and other general administrative functions. In addition, the SVP works closely with the business line SVPs to ensure the appropriate coordination and integration of financial and administrative support needed to accomplish business goals and objectives.

The SVP serves as advisor to the SE President in matters of policy and procedures relating to the management of SE, including but not limited to financial, human resources, facilities, contracts, and other administrative matters. Represents the SE President as appropriate in meetings.

MAJOR RESPONSIBILITIES

Under the supervision of the President, Smithsonian Enterprises, the incumbent will oversee directly or through subordinates the following:

FINANCE:

- Responsible for the SE annual budgeting process. Leads the Finance team and business heads in developing an annual budget that is aggressive yet achievable. Includes the development and approval of annual operating and capital budgets by SE, President, Under Secretary, Deputy Secretary/COO, Secretary, and ultimately Board of Regents
- Provides monthly, quarterly and annual analysis, KPIs, and financial reporting to SE/SI management, Board of Regents, Advisory Boards, and Museum Directors, as required. This includes monitoring performance verses budget, identifying any risks or opportunity to plans, and present findings to key stakeholders.
- Oversight and review of deals, capital projects or investments requiring the SE President's signature.
- Ensures any high-visibility or high-profile projects or new areas of business are reviewed by SE President and SI leadership as appropriate. Advise President of SE on financial and programmatic risks and rewards of new investments and/or business ventures leading to go/no go decisions.
- Responsible for developing SE's Long-term plan as well as all SE proposed strategic investments.

- Responsible for management of the SE Annual Incentive Program.

ACCOUNTING:

- Responsible for all SE disbursement functions including Accounts Payable, Payroll and Fixed Asset transactions, ensuring accurate and efficient payments in accordance with company guidelines, and ensures that expense recognition is in accordance with generally accepted accounting principles.
- Oversees the month-end close process, ensuring accuracy of financial statements and detailed review of balance sheet accounts.
- Responsible for successful completion of annual KPMG audit. Lead the coordination and implementation of audit findings and recommendations with OF&A
- Oversee the management and maintenance of fixed asset records and related depreciation accounts; provides interpretive assistance as to the proper capitalization/expensing of outlays and grouping of fixed assets by class, as well as depreciation methodology.
- Identify and implement enhancements to SE's accounting processes to ensure that existing policies and procedures provide an adequate system of internal controls, and are in accordance with G.A.A.P.
- Ensures compliance with state and federal tax regulations.
- Oversees the Travel Card and Purchase Card program for SE staff, liaising as needed with SI offices.

CONTRACT/EMPLOYEE TRAVEL ADMINISTRATION:

- Oversees SE Contract Administration process including senior level oversight of any RFQ, RFI or competitive process, working closely with OGC and OCON to ensure all contracts move through the contracting process in a timely manner.
- Work with SE President and SI leadership to ensure all SE procedures and SI policies are followed including selection and approval of contracts, signing authority for SE staff, adherence to SI's privacy, ethics, and travel policies.
- Provide guidance to SE staff on when and how best to get input from SI's General Counsel, Office of Contracting, Privacy Officer, Risk Management Group, etc.
- Oversight of Concur Travel Management System administration for SE staff travel and compliance with policies outlined by SI Travel Office.

RISK MANAGEMENT:

- Lead the design and implement an overall SE Risk Management process.
- Ensures non-standard insurance requirements are approved by OF&A Risk Manager.

HUMAN RESOURCES:

- Responsible for oversight of the management and administration of the SE's human resources programs including planning, developing, and implementing strategic HR goals in support of the Institution's mission.
- Accountable for all delegated functional areas, including recruitment, compensation, employee relations, performance management, salary administration, benefits and overall organization development and training.
- Responsible for compliance with federal employment laws and regulations, and SI policies, regulations, and procedures.
- Responsible for identifying and bringing forward any issues that need approval of the SE President or SI central Office of Human Resources.

GENERAL ADMINISTRATIVE duties will include, but not be limited to:

- Oversight of office administration including facilities, front desk, and mail room in Capital Gallery.
- Responsible for office space management.

Qualifications & Experience:

Bachelor's degree (B.S) from a four-year college or university in business, accounting or a related field, and a minimum of twelve to fifteen years of experience in positions of increasing responsibility in the Finance and Administrative Operations areas, with a significant portion of this time in a senior level leadership role in a for-profit environment. MBA and/or CPA highly preferred. Experience overseeing a business line with full P&L responsibility and significant input into the business plan and operations a plus.

- Thorough knowledge of business and accounting principles and procedures, including GAAP, audits, and other financial regulatory requirements.
- Strong financial management skills and a record of effectively and accurately managing the business aspects of an organization.
- Demonstrated knowledge in the planning, implementation and monitoring of budgets.
- Sound working knowledge of HR processes (e.g., recruitment, compensation, benefits, onboarding, employee relations, etc.) and labor laws and regulations.
- Must have advanced computer skills. Ability to independently create memorandums, reports, spreadsheets for business analysis and presentations to senior management, staff and outside companies.
- Excellent written and verbal communication skills including presentation skills to senior level executives.
- Ability to manage challenging situations requiring tact, diplomacy, and discretion.
- Ability to develop strong relationships with others, demonstrating an ability to communicate clearly and persuasively.
- Outstanding time management and planning skills, including the ability to handle multiple projects effectively and pivot when necessary.
- Strong management skills in hiring and developing a team, managing change at a corporate level, and creating a positive employee experience. The ability to lead and inspire diverse teams of personnel to achieve company's stated goals.

Applicants, who wish to qualify based on education completed outside the United States, must be deemed equivalent to higher education programs of U.S. Institutions by an organization that specializes in the interpretation of foreign educational credentials. This documentation is the responsibility of the applicant and should be included as part of your application package.

Any false statement in your application may result in your application being rejected and may also result in termination after employment begins.

Compensation:

This is an outstanding career opportunity for an individual interested in a genuine professional challenge. A competitive compensation and benefits package is being offered. No relocation expenses will be paid.

HOW TO APPLY

Who may be considered for employment: All qualified candidates eligible to work in the United States. The Smithsonian provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for the application or hiring process, please call 202-633-6409 (TTY).

All interested parties should submit a cover letter, resume and salary requirements by e-mail directly to SECareers@si.edu. This announcement closes October 10, 2023.

The Smithsonian Institution is an **Equal Opportunity Employer**. Women, minorities, people with disabilities and candidates of all backgrounds are encouraged to apply.

The individual selected for this position is subject to fingerprinting and a full-field background investigation and will be required to file a confidential statement of employment and financial interests. This position is subjected to the Smithsonian Institution's Standards of Conduct, the Smithsonian Statement of Values and Code of Ethics, as well as the policies established by the Board of Regents and the Smithsonian administration including Senior Level compensation policy. Employment in this position prohibits from serving on the boards of for-profit corporations.

YOUR PRIVACY IS PROTECTED

Trust Applicants Demographic Form

Thank you for your interest in the Smithsonian Institution and this Trust Hiring position. The Smithsonian is requesting your response to this optional equal opportunity survey. The information is used to determine if our equal opportunity efforts are reaching all segments of the population that is consistent with Federal equal employment opportunity laws. Your responses will not be shown to the panel rating the applications, to the selecting/hiring official, or anyone else who can affect your application in the hiring process. This form will not be shared with the hiring official or placed in your official personnel file should you be hired.

The aggregate information collected will be kept private to the extent permitted by law. No personally identifiable information will be requested on the form and the information collected will not be attributable to you.

Please complete the optional Trust Applicants Demographic Form at: https://www.si.edu/ohr/jobs_public/trust-eeo/jr/se-23-0167