



**Job Title:** Director of Finance and Administration  
**Reports to:** Executive Director, Asia Society Texas Center  
**Classification:** Full-time/Exempt  
**Salary:** Based on Experience and Education  
**Hours:** Min. 40 hours per week  
**Hire Date:** December 2011  
**Posted:** 9/16/11

### **Organizational Summary:**

Asia Society is the leading global and pan-Asian organization working to strengthen relationships and promote understanding among the people, leaders, and institutions of the United States and Asia. We seek to increase knowledge and enhance dialogue, encourage creative expression, and generate new ideas across the fields of arts and culture, policy and business, and education.

Founded in 1956, Asia Society is a nonpartisan, nonprofit educational institution with 11 global centers, located in Hong Kong, Houston, Los Angeles, Manila, Melbourne, Mumbai, New York, San Francisco, Seoul, Shanghai, and Washington, DC. The symbol of the Asia Society is the leogryph.

### **Position:**

Reporting to the Executive Director (E.D.), the Director of Finance and Administration will implement the infrastructure and systems needed to support ASTC's strategic objectives. S/he will be responsible for the oversight of all financial and administrative systems including finance, accounting, retail operations (Café, AsiaStore Museum Shop, Facility Rental), human resources, and physical infrastructure.

As a member of the senior management team, the Director of Finance and Administration will be involved in a range of strategic planning and external initiatives (notably, management and oversight of funds from the ASTC Endowment Fund, Capital Campaign, and any other special projects and initiatives impacting the budget).

S/he will work closely with the ED, the senior management team and the Finance Committee of the Board in developing, refining, and monitoring the ASTC's strategic, business and operational plans. The Director of Finance and Administration will act as the primary liaison to the Board of Directors' Finance committee (and any related financial subcommittees) working closely with the committee to strengthen ASTC's financial position and administrative operations; additional liaison responsibility with lending institution for all loans. S/he will continually evaluate best industry practices in comparison to internal systems and needed resources, with an eye toward both future needs and budget realities. This executive will have direct reports, including, but not limited to: Facility and

Security Manager, Accountant, Office and Human Resources Manager; Museum Shop Manager; and Special Events/Facility Rental Coordinator. All retail operations report to this department.

The Director of Finance and Administration will also partner with ED and the rest of the management team to ensure that the focus remain on the organization's mission while maintaining the culture that makes Asia Society Texas Center unique.

## **Responsibilities:**

### ***Finance and Budgeting***

The Managing Director of Finance and Administration will have overall financial management responsibility including the review and approval of monthly, quarterly, and annual financial reporting materials and metrics prepared for review and approval by the ED, Finance Committee and board of directors. S/he will oversee budgeting, financial forecasting, payroll, cash flow, coordination of audit activities, form 990 and other tax filings, and accounts payable and receivable. S/he will be responsible for overseeing financial controls, including receipt and disbursement of funds. The ideal candidate will not only be able to reconcile financial activities but should also be skilled at capturing key data and processes in order to demonstrate the relationship between ASTC's goals and resulting fundraising needs. Additional responsibilities may involve working with Endowment and/or other investment subcommittees of the Board of Directors to ensure transparency, responsible stewardship of monies and fiscal accountability.

### ***Administration/Operations***

This executive will serve as a partner to the ED on the organization's administrative and operational processes, with a goal of continuously developing and improving systems. S/he must evaluate and improve Asia Society Texas Center's operational and administrative infrastructure, designing and implementing new policies and procedures to support key capabilities as required for future growth, ensure human resource and legal compliance by ASTC, and to support and drive new initiatives. In addition, s/he will oversee Human Resources staff and activities--including recruitment and ensuring ASTC is compliant with state and Federal Employment laws. This position will maintain oversight of the physical infrastructure (building, security, parking) through the staff assigned to those areas.

### ***Qualifications***

The Director of Finance and Administration will have at least 10+ years of experience, with at least five years managing the finance and administration of a \$2 million to \$5 million non-profit organization (preferred) or business unit. The successful candidate will have experience leading planning efforts and running operationally effective organizations that have multiple functional areas. The Director of Finance and Administration must harness technology solutions in order to more quickly and efficiently communicate resources needed for key activities and performance against plans. Working knowledge of Asian or Asian American communities and culture would be helpful, but not mandatory. Strong preference for someone who has operated in a fast-growing and fast-paced environment that has limited budgets and resources.

### ***Other qualifications include:***

- Demonstrated experience in financial management and accounting (Ensure that all financial data is recorded in an accurate and timely manner in compliance with GAAP).
- Experience with audit, legal compliance, budget development, and tax compliance
- Organization development, human resources management experience, understanding of administering benefit plans.
- Experience in management, administrative and organizational oversight of multiple departments.
- Proven effectiveness managing others, empowering them to make decisions.
- Technologically savvy, with experience or understanding of financial and accounting software (Quickbooks is currently used, but ASTC would like to investigate available software).
- Experience effectively communicating key data, including presentations to senior management, the Board or other outside partners/influencers or stakeholders.
- Success seeing beyond the numbers, identifying trends and new possibilities
- Bachelor's degree required, advanced degree (MBA) and/or CPA preferred

### ***Personal Characteristics:***

- Maturity, calm under pressure
- Excellent interpersonal and team skills
- Strong communications skills, written and oral
- Demonstrated resourcefulness and good judgment
- Values diversity of thought, backgrounds and perspectives
- Ability to multi-task while maintaining vigilant attention to details
- Personal integrity and ethical standards
- Constantly looking to apply best practices
- Predisposition to mentor and subsequently increase responsibilities as team develops

### **Relocation Expenses:**

No relocation costs or travel expenses for interviews will be covered by Asia Society Texas Center.

### **How to Apply:**

Please send resumes to:

Marian Harrison  
Office/Human Resources Manager  
Asia Society Texas Center  
4605 Post Oak Place Drive, #205  
Houston, TX 77027

*The Asia Society is an equal-opportunity employer.*