

Job Title: Controller

Time Status & Schedule: Full-Time (40 hours/week)

Compensation: \$100,000 - \$120,000

Reports to: Deputy Director

Works closely with: Executive Director, Finance Committee, external auditors, Development Department

Location: Up to 2 remote days per week

Job Overview

The Controller is responsible for the day-to-day financial operations and long-term financial integrity of the Boston Public Art Triennial. This role manages all accounting functions in-house, ensuring accurate bookkeeping, sound cash flow management, regulatory compliance, and clean annual audits. The Controller consolidates both the strategic finance and technical accounting functions into a single role, eliminating the need for third-party bookkeeping support. The Controller reports to the Deputy Director and works closely with the Executive Director and Finance Committee.

Job Mission

Ensure the financial health, accuracy, and transparency of the Boston Public Art Triennial by maintaining rigorous accounting standards, providing timely and actionable financial reporting, and supporting leadership and the board in making informed financial decisions as the organization scales toward Triennial 2028.

Primary Responsibilities

Accounting & Bookkeeping

- Manage all day-to-day accounting functions, including accounts payable, accounts receivable, general ledger maintenance, and monthly close
- Ensure accounting records are maintained in accordance with GAP
- Maintain accurate Revenue Recognition schedules and ensure compliance with GAP
- Reconcile restricted and unrestricted cash
- Prepare and report monthly and quarterly Financial Statements (P&L, Balance Sheet, Cashflow Statement)
- Maintain accurate and up-to-date financial records across all platforms
- Process and reconcile payroll in coordination with the payroll provider (Paychex)
- Manage banking relationships and perform regular account reconciliations
- Oversee and manage all financial systems, including QuickBooks and [Bill.com](#)
- Manage vendor relationships and ensure timely processing of invoices and payments
- Oversee artist and contractor payment schedules in coordination with the curatorial and production teams

Budgeting & Forecasting

- Lead the development, tracking, and maintenance of a multi-year operating budget (currently \$3M–\$5M annually) with quarterly forecast updates
- Manage and report on short- and long-term cash flow requirements, including planned release of restricted cash to meet operational needs
- Prepare financial projections and contingency scenarios for the Deputy Director, Executive Director, and Board of Directors
- Prepare budgets and financial reports for Development in support of grant applications and funder reporting
- Support Triennial contingency planning with financial modeling and scenario analysis

Audit & Compliance

- Manage annual audit preparation and execution in coordination with external auditors
- Ensure timely and accurate completion of required Commonwealth and Federal filings (Tax Returns and 990s)
- Maintain compliance standards for grant, foundation, and major gift financial reporting in coordination with the Development Department
- Oversee financial compliance for all artist and vendor contracts

Finance Committee Support

- Prepare and present timely, accurate financial reports for Finance Committee meetings
- Support the Deputy Director and Executive Director in board-facing financial communications and planning
- Maintain financial documentation and records in support of board governance

Organizational Financial Leadership

- Serve as the internal financial resource for all departments, providing guidance on budget management, expense tracking, and financial compliance
- Partner with the Development Department on grant budgets, financial reporting, and restricted fund management
- Support the Deputy Director and Executive Director in long-term financial planning and organizational sustainability initiatives
- Identify opportunities to improve financial systems, processes, and controls as the organization grows
- Oversee Accounting Clerk

Key Behaviors

The Controller is:

- Technically rigorous and detail-oriented, with a commitment to accuracy and clean financial records
- Proactive in identifying financial risks and communicating them clearly to leadership
- A clear and concise communicator, able to translate complex financial information for non-financial audiences

- Collaborative and service-oriented, functioning as a trusted financial resource across all departments
- Comfortable leading the finance function independently in a small, fast-moving organization
- Committed to building greater equity and inclusivity in the arts

Metrics

The Controller succeeds when:

- Books are closed accurately and on time each month
- Leadership and the Finance Committee have timely, accurate financial reports and projections
- Annual audit is clean and completed on schedule
- Grant financial reporting is accurate and submitted on time
- Cash flow is actively managed and risks are surfaced early
- All departments have the financial information they need to plan and execute effectively

Qualifications

- 7+ years of experience in accounting or finance, with at least 3 years in a nonprofit setting
- Strong command of nonprofit accounting standards, including fund accounting and grant compliance
- Demonstrated experience managing budgets of \$2M or greater, including forecasting and cash flow planning
- Hands-on proficiency in QuickBooks, Bill.com, Excel, and Google Suite; familiarity with Paychex a plus
- Experience managing annual audits and working directly with external auditors
- CPA or equivalent credential preferred but not required
- Proven ability to lead the finance function independently in a small organization without a dedicated accounting staff
- Experience working with or replacing third-party bookkeeping firms a plus
- Strong interest in and/or commitment to the arts, culture, and public engagement