Linda Hall Library  
Position Vacancy Notice  
Chief Financial Officer

One of the world’s largest libraries devoted to science, engineering, technology, and their histories, the Linda Hall Library was established in 1941, the result of a bequest from Kansas City businessman Herbert Hall and his wife, Linda who wished to establish a “free public library for the use of the people of Kansas City and the public generally.”

The Library’s first board of trustees decided to collect materials related to science, engineering, and technology. Today, the Library pursues a two-fold mission. In addition to serving as an international destination for advanced research exploring these subjects and their histories, the Library serves as a public forum for discussion of the social impact of science, engineering, and technology.

The Library has recently adopted a new strategic plan that will result in a transformed organization with significant local, national, and international reach and recognition. The plan contemplates deep change in all aspects of the Library. This includes restructuring and reorganizing staff, adding new programs and new formats to expand the Library’s audiences, and collaborating with other organizations to develop engaging programs and promote economic activity and community well-being. It now seeks a highly qualified professional to serve as its Chief Financial Officer, a position reporting to the Library’s President.

Organizational Unit: Finance Office

Job Summary: Reporting to the President, the Chief Financial Officer has primary responsibility for overseeing the Library’s Finance Office along with selected Library units as outlined below. The Chief Financial Officer works closely with the President and other members of the Library’s senior staff in developing and implementing the Library’s strategic priorities.

Responsibilities:

I. Oversee the Library’s Finance Office functions
   
   • Finance
     o Manage financial forecasting and budgets
     o Oversee the preparation of all financial reporting
     o Manage relationships with:
       ▪ Financial institutions
       ▪ Investment consultants
       ▪ Auditors
       ▪ Insurance brokers
         ➢ Ensure appropriate levels of insurance coverage
         ➢ Compare offers of coverage and recommend providers
         ➢ Monitor insurance claims
• Accounting
  o Ensure the development and presentation of financial information in compliance with Generally Accepted Accounting Principles (GAAP) and non-profit best practices
  o Inform the president regularly about accounting practices and issues

II. Provide oversight and guidance for the following Library units:
• Facilities
  o Oversee building security
    ▪ Supervise relationships with security contractors
    ▪ Maintain electronic building security systems
  o Oversee function of building mechanical systems
  o Oversee structural maintenance
• Grounds
  o Provide oversight for grounds maintenance
• Information Technology
  o Oversee software/hardware maintenance
  o Oversee internet security
• Human Resources (policies and procedures)
  o Personnel management
  o Benefits administration
  o Pension plan and other benefits review and audit

III. Maintain lead responsibility for:
• Risk assessment policies and procedures; internal controls to safeguard
  o Library assets
  o Library physical plant
• Legal issues with respect to:
  o Legal actions and responses
  o Contract negotiations
  o Policy formulations
  o Compliance

IV. Collaborate with the Library’s president and other senior leaders (as appropriate) on:
• Technology acquisition, use, and maintenance
• Capital purchases of equipment, furniture, software, hardware

Experience and Qualifications
• An advanced degree in accounting (MA or MBA, CPA) is required with:
  o Strong working knowledge of not-for-profit GAAP, tax, and regulatory compliance
  o Knowledge of endowments and investment management policies
• Minimum 5 years’ experience as a CFO or senior financial manager at a non-profit organization
• Demonstrated management of annual operating budgets of at least $10 million
• Demonstrated management of short- and long-term financing
• Demonstrated experience in the evaluation and implementation of comprehensive systems of internal control
• Demonstrated experience in the examination and development of financial, HR, and technology policies and procedures
• Strong interpersonal and presentation skills
  o Ability to present clear and accurate information
  o Demonstrated facility with data sets and their presentation and interpretation
• Ability to think and act collaboratively, strategically, and creatively

To apply, submit resume with cover letter to:

personnel@lindahall.org, or

Linda Hall Library
Attn: Personnel
5109 Cherry Street
Kansas City, MO  64110

The Linda Hall Library is an Equal Opportunity Employer M/F/D/V.