

TEN CHIMNEYS FOUNDATION 2010 JOB POSTING ACCOUNTING MANAGER



ORGANIZATION SUMMARY

Ten Chimneys, the estate lovingly created by theatre legends Alfred Lunt and Lynn Fontanne, is open to the public (May through mid-November) as a world-class house museum and a national resource for theatre and the arts. Ten Chimneys is a landmark unique among our national treasures. The estate's diverse collections are comprised of the original pieces hand-picked by the Lunts in the 1920s, '30s, and '40s. Ten Chimneys is a National Historic Landmark, a "Save America's Treasures" project site, and is listed in the National Register of Historic Places. Ten Chimneys is located in Genesee Depot, Wisconsin (thirty miles west of Milwaukee; ninety miles northwest of Chicago).

"... a sort of dream, a vision"

KATHARINE HEPBURN on Ten Chimneys

Ten Chimneys is owned and operated by the nonprofit 501(c)3 organization Ten Chimneys Foundation, Inc. Estate tours, arts programs, and restoration and preservation of the estate are directed by the Foundation, which was established in 1996 by Dr. Joseph W. Garton (1946-2003). Ten Chimneys Foundation is governed by a 21-member Board of Trustees and is managed by a year-round staff of ten professionals. In addition to our respected Board of Trustees, we have a growing corps of over 250 active volunteers who help with everything from managing the fragile collections to being the public face of Ten Chimneys Foundation.

Following completion of an ambitious \$12.5 million capital campaign to save and preserve the estate, Ten Chimneys opened to the public on May 26th, 2003. Since this grand opening, Ten Chimneys and the Foundation have been covered in well over 300 print and broadcast features, including *The New York Times*, *CBS News Sunday Morning*, *The Wall Street Journal*, National Public Radio, *USA Today*, and the *Chicago Tribune*.

"Restored to its original ornate glory"

THE NEW YORK TIMES on Ten Chimneys

The mission of the Foundation is to preserve and share the buildings, furnishings, collections, and grounds of a national treasure - Ten Chimneys; to serve as a continuing resource and powerful inspiration for theatre, the arts, and the art of living; and to offer public programs consistent with the Lunts' varied interests and core values while maintaining the integrity and intimacy of this extraordinary estate. Our vision for the future of Ten Chimneys is to be nationally recognized as the most memorable and inspirational historic house tour in the country; "the place" for aspiring and practicing theatre professionals to gather; a source of inspiration for the art of living; and an accessible and active member of the local and arts communities.

The Foundation has operated with a balanced budget every year since its inception. (The 2010 operating budget is \$2.9 million.) The success of every element of Ten Chimneys Foundation's mission depends on the success of revenue-generating operations and contributed income. Based on the important implications Ten Chimneys has for preserving cultural heritage and nurturing the arts, the Foundation is pleased to post this exciting opportunity.

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ACCOUNTING MANAGER**

POSITION SUMMARY

The ACCOUNTING MANAGER is charged with accurately and efficiently managing, documenting, executing, and reporting all financial activities of Ten Chimneys Foundation. Key responsibilities include: inventory and “back-of-house” management for retail operations; processing, tracking, and depositing/disbursing all contributed and earned income, expenses, and expenditures; maintaining accurate, up-to-date books, both for management purposes and for the annual third-party audit; creating and providing information, reports, and other financial tools/recommendations to the President and other department heads; and the continual refinement of existing financial systems/processes and the creation of new financial systems/processes.

REPORTING RELATIONSHIPS

Due to the importance placed on Ten Chimneys Foundation’s financial health and the necessity of regular collaboration with Foundation leadership, the ACCOUNTING MANAGER reports directly to the President (on staff since 1997).

CANDIDATE PROFILE

The ideal candidate for the ACCOUNTING MANAGER position is a high-energy-low-ego, fun, and intelligent professional with full-charge bookkeeping and accounts management skills. This candidate will connect with the values that guide Ten Chimneys Foundation. These values, modeled by the estate’s creators, include:

- *Passion and the pursuit of excellence;*
- *Whimsy, humor, and fun;*
- *Attention to detail and dedication to craft;*
- *Creativity, vision, and focus;*
- *Integrity and courage;*
- *Graciousness and civility;*
- *Lasting relationships and loyalty;*
- *Mentoring and nurturing;*
- *Reflection and retreat;*
- *Social consciousness; and*
- *An integrated, balanced life.*

The successful candidate will possess 5+ years experience demonstrating financial, operations, and cash management skills including:

- Demonstrated experience in financial management and accounting.
- Significant bookkeeping responsibility within an organization, preferably in a nonprofit environment. (Previous experience as a full-charge bookkeeper preferred.)
- Demonstrated successful commitment to principles of sound financial controls.
- Knowledge of financial information systems and how to use them effectively.
- Familiarity with payroll and benefits administration systems and processes.
- Ability to develop and implement long-term financial goals.
- Ability to work collaboratively with senior staff.

The successful candidate will also:

- Have an enthusiasm for Ten Chimneys Foundation’s mission and an interest in theatre, arts, arts education, and/or history.
- Learn quickly and function at peak in a fast-paced, high-expectation environment.
- Excel in a collaborative environment. This candidate is able to actively listen, and give honest, constructive feedback. This individual clearly communicates own ideas and, yet, is able to recognize the good ideas of others and let go of personal attachment to own ideas in order to achieve the best results.

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- Embrace senior staff-review, as well as peer-review, of work, projects, and ideas. This good-humored, communicative candidate accepts and values that all major work product is reviewed by multiple team members; this individual sees the connection between this process and the Ten Chimneys values (previously listed).
- Have an engaging manner and embrace the responsibilities of being a representative of Ten Chimneys Foundation, and act in a manner consistent with the standards of graciousness and excellence.
- Understands that this salaried position is not a “punch-a-timecard” accounting post. All Foundation staff members are expected to embrace responsibility and be willing to do what is necessary and appropriate to support Ten Chimneys Foundation’s goals, mission, and long-term vision. In return, and in addition to salary and benefits, Foundation employees enjoy a strong sense of community and job security.

DESIRED QUALIFICATIONS

- Bachelor’s degree and self-motivation are required.
- Excellent organizational skills are essential, as are diplomacy and discretion.
- Specific experience with inventory or retail operations is a plus.
- Non-profit experience is a plus.
- High computer literacy is essential. The successful candidate will be able to quickly utilize accounting software for strategic management of financials. Experience with Quickbooks software is strongly preferred.

SALARY AND BENEFITS

The position of ACCOUNTING MANAGER at Ten Chimneys Foundation is a full-time, salaried position. In addition to the intangible, incomparable benefits of being a staff member at this values-driven National Historic Landmark, the Foundation offers an annual salary of \$28,000 to \$32,000 (commensurate with experience) and an excellent benefits package.

APPLICATION PROCESS

If you are interested in this opportunity, please visit WWW.TENCHIMNEYS.ORG to download a full job description and employment application. Please submit application along with a résumé and cover letter to:

HUMAN RESOURCES
TEN CHIMNEYS FOUNDATION
US MAIL: PO BOX 225, GENESEE DEPOT, WI 53127
ELECTRONIC MAIL: HR@TENCHIMNEYS.ORG (PREFERRED)
FACSIMILE: (262) 968-4267

- No calls, please.
- You may send your information (cover letter and resume) by email to hr@tenchimneys.org, however, a hand-signed copy of the employment application must be on file before an interview would be requested. (Scanned or faxed versions are acceptable.)
- All submissions are confidential.
- Upon review of returned application materials, top candidates will be asked to join us for an estate tour and an on-site interview(s).