

NEW YORK TRANSIT MUSEUM

JOB TITLE: Business Operations Manager (Full-time)

New York Transit Museum, Brooklyn, NY

Founded in 1976, the New York Transit Museum is dedicated to telling and preserving the stories of mass transportation – extraordinary engineering feats, workers who labored in the tunnels over 100 years ago, communities that were drastically transformed, and the ever-evolving technology, design, and ridership of a system that runs 24 hours a day, every day of the year. Housed underground in an authentic 1936 subway station in downtown Brooklyn, the Transit Museum's working platform level spans a full city block, is home to a rotating selection of 20 vintage subway and elevated cars dating back to 1904.

SUMMARY

Responsible for the direction and coordination of all business functions of the New York Transit Museum with primary focus on Accounting & Finance, and additional support for ancillary activities such as Retail, Human Resources, Facilities Management, and General Administrative Functions.

OVERVIEW

The Business Operations Manager is responsible for the oversight of the financial activities of the New York Transit Museum. In conjunction with the Museum's senior staff, this position helps to develop and implement the annual budget, prepares financial statements and works with both the Metropolitan Transportation Authority (MTA) and accounting services firms to reconcile financial information and ensure optimal business performance for NYTM.

HOURS- Monday Through Friday 9:00 -5:30

COMPENSATION

\$65,000 - \$70,000 Annual

RESPONSIBILITIES

- Directs the accounting and bookkeeping activities within the Museum.
- Participates in the development of short and long-term goals and objectives for the Friends of the New York Transit Museum operations and annual budgets.
- Review and analyzes revenue and expenses, operational practices, and forecast data to determine progress toward stated goals and objectives. Reviews findings with management.
- Prepares and presents monthly, quarterly, and annual financial reports
- Support retail operations by assisting in tracking and monitoring vendors and accounts payable
- Conducts studies of work problems, procedures, and processes to ensure a high level of operational effectiveness
- Ensures that records are properly maintained for all financial transactions and all books are balanced to show data, such as cash receipts and expenditures, accounts payable and receivable, profit and loss, general ledger accounts, and other items pertinent to Friends of the New York Transit Museum.
- Analyzes financial information detailing assets, liabilities, and capital.

- Analyzes balance sheets, profit and loss statements, and other reports to summarize and report on the current and projected financial position of the Friends and works in conjunction with the MTA to ensure accuracy across the institution.
- Act as a liaison to MTA on budget, accounting and reconciliation of revenue and expenses
- Work with staff across the Museum in all departments.
- May perform other duties as assigned

QUALIFICATIONS

- Bachelor's degree required
- Minimum of 5-7 years related experience in financial management, business operations, bookkeeping, accounting
- Working Knowledge of financial software programs, non-profit accounting, retail and ticketing platforms in particular
- Previous project management experience required
- Excellent analytical and communication skills
- A general curiosity about the New York Transit Museum and support of its mission
- Enthusiasm, flexibility, and ability to work in a team-oriented environment both in person and remote.

The New York Transit Museum is fully committed to equal employment opportunity for all employees and applicants for employment without regard to race, color, religion, creed, national origin, ancestry, sex, sexual orientation, age, disability, predisposing genetic characteristic, gender identity and expression, pregnancy, veteran or military status, marital/familial/partnership/caregiver status, status as a victim of domestic violence, stalking and/or sex offenses, or any legally protected basis. The Museum welcomes and encourages qualified candidates from all backgrounds to apply.

Please email Sharon Adams: Sharon.Adams@nyct.com with a resume and cover letter detailing your interest in the position.

ABOUT THE NEW YORK TRANSIT MUSEUM:

The New York Transit Museum is the largest museum in the United States devoted to urban public transportation history, and one of the premier institutions of its kind in the world. The Museum explores the development of the greater New York metropolitan region through the presentation of exhibitions, tours, educational programs, and workshops dealing with the cultural, social, and technological history of public transportation. Since its inception over 40 years ago, the Museum, housed in a historic 1936 IND subway station in downtown Brooklyn, has grown in scope and popularity. The Museum also maintains a gallery annex at Grand Central Terminal, an archive and an off-site 14,000 sf collections storage facility. As custodian and interpreter of the region's extensive public transportation networks, the Museum strives to share, through its public programs, this rich and vibrant history with local, regional, and international audiences.

The Business Operations Manager position is employed by the Museum's non-profit affiliate, Friends of the New York Transit Museum.

COVID-19 VACCINE REQUIREMENT:

In accordance with NYC law and in order to protect our employees and continue to provide safe and reliable service to our communities, we are requiring all new hires to be fully vaccinated against COVID-19 prior to their start date. We will consider exceptions for religious and medical reasons, where appropriate. "Fully vaccinated" means you must have both doses of a 2-dose vaccine and two weeks have elapsed since the second dose or have received 1 dose of a 1-dose vaccine and two weeks have elapsed since the dose. Proof of your vaccination status in the form of a CDC vaccine card must be submitted prior to your start date.