



JOB OPPORTUNITY

Accounting Manager

Position Overview

Fitchburg Art Museum (FAM) seeks an Accounting Manager to oversee financial and office management for a dynamic non-profit art museum with a collaborative staff and board. Reporting to the Museum Director, the position has a critical role at FAM, serving on the Senior Operations Team and providing timely and accurate reporting of the organization's financial activity and resources. The position works closely with FAM's Director, Deputy Director/Curator, Director of Development, Treasurer, and Budget and Finance Committee.

Why choose FAM

The Fitchburg Art Museum (FAM) is a catalyst for learning, creativity, and community building through its exhibitions, education programs, community partnerships, and creative economy initiatives. All our endeavors at the Fitchburg Art Museum reflect our commitment to art, education, and the greater community.

FAM is led by a visionary director and solidly aligned Board of Trustees and is supported by a sustaining endowment. The Museum has been vital to the history, identity, and culture of Fitchburg, Massachusetts for 100 years. FAM's mission is focused on art, education, and community well-being, and the Museum is deeply committed to the people of our region. FAM's exhibitions of American Art, African Art, photography, and New England contemporary art are top-notch, and we enjoy deeply rooted partnerships with the Fitchburg Public Schools and Fitchburg State University.

As one of Fitchburg's anchor institutions, FAM participates in local economic redevelopment efforts, including the Fitchburg Arts Community; 68 units of artist-preference affordable housing in three buildings directly across the street. As a bilingual museum, FAM serves our 40%+ Latino communities. FAM's staff are passionate, earnest, creative individuals who thrive in a healthy, collaborative, and respectful workplace culture. This is a significant opportunity to make a real positive contribution at a beloved institution, and in a rapidly revitalizing and diverse community. For more information: www.fitchburgartmuseum.org

The Accounting Manager at FAM must be an experienced nonprofit financial management professional. The successful candidate will demonstrate ethical financial stewardship, integrity, confidentiality, strong multitasking and problem-solving skills, and a commitment to fostering an inclusive, respectful, collaborative, and compassionate culture aligned with FAM's Mission, Institutional Core Values, and Strategic Plan.

[> FY24 – FY28 Strategic Plan](#)

Primary Responsibilities

The following are a broad range of financial and administrative duties that the Account Manager is responsible for:

- Manage and implement the Museum's financial records and accounting system, including general ledger, accounts payable, receivable, and monthly workpapers.
- Generate monthly, annual, and as-needed financial and management reports.
- Manage checking, savings, credit card, investment, and cash accounts, including restricted and unrestricted funds.
- Deep understanding of GAAP and accrued basis method of accounting.
- Have a strong understanding of donor designated funds and net asset releases.
- Prepare and track the annual operating budget.
- Serve as the liaison with auditors for annual audit.
- Serve as point person for vendors and contractors and purchase office supplies.
- Oversee staff compensation, benefits, and manage a part-time accounting staff.

Qualifications

- BA/BS in Accounting, Finance, or related field.
- Minimum of 3 years' practical accounting experience performing aspects of month-end and year-end GL closes, preferably in a non-profit environment.
- In lieu of BA/BS, an Associate's Degree in accounting or business, along with minimum of five (5) years accounting experience, preferably in a non-profit environment.
- Proficiency with QuickBooks Online, Bill.com, Paychex (or comparable software), CRM systems like Altru/Blackbaud and Microsoft Office. Strong Excel skills.
- Demonstrated ability to communicate professionally and effectively with internal and external stakeholders.
- Strong attention to detail.
- Initiative-taking with the ability to work with minimal supervision while in a highly flexible, collaborative work environment.

Salary range \$80,000 - \$90,000 starting full-time salary commensurate with qualifications and experience, benefits include medical and dental insurance. Will consider a flexible hybrid schedule; possibility of part-time or full-time.

To Apply Please send the following documents by September 18, 2026, to FAM Director Nick Capasso at careers@fitchburgartmuseum.org: letter of interest, resume, and three reference contacts. Please attach these documents to an e-mail message with this subject line: FAM Accounting Manager. We seek to fill this position as soon as possible. Fitchburg Art Museum is committed to building a diverse and inclusive workforce.