



Posted: January 14, 2026

Position: Controller

About the Dixon:

The Dixon Gallery and Gardens in Memphis was founded by Margaret and Hugo Dixon, significant cultural philanthropists and community leaders. Since opening as a museum and public garden in 1976 the Dixon has distinguished itself through its vitality, productivity, openness, and access. The Dixon stands for excellence in everything it undertakes and continually strives for diversity and inclusion. Known for its robust exhibition calendar, dynamic education and outreach programs, an important art collection, and beautiful learning gardens, admission to the Dixon is always free of charge.

Controller:

The Controller at the Dixon Gallery and Gardens is responsible for all financial records and related fiscal analysis including the operating, capital improvement and endowment funds. The Controller reports to the CFO/Chief of Staff.

Hours:

- Full-time salaried position
- Willing to work at selected Dixon events that include some weekends and evenings

Duties include:

- Monitor and reconcile bank accounts, including cash tracking
- Responsible for financial data entry into the museum financial system (MIP)
- Complete month-end, quarterly and year-end reporting, audits and tax filings
- Prepare financial and budgetary reports as needed
- Process payroll biweekly and handle disbursements for employee benefits
- Prepare the annual budget
- Manage the Dixon's third-party IT relationship
- Manage or supervise the A/P and revenue receipts processes
- Other duties as assigned

Qualifications

- Bachelor's degree in accounting or related field and/or five (5+) years of non-profit accounting experience; Supervisory experience preferred.

Skills:

- Excellent spreadsheet and database skills
- Strong organizational, critical thinking, written and verbal communication skills
- Ability to multi-task and manage competing deadlines
- Ability to work in a team environment as well as independently; self-starter
- Ability to anticipate work needs and follow through with minimum direction

Qualified candidates should submit a resume by email to Gail Hopper, CFO/Chief of Staff at ghopper@dixon.org by January 31, 2026.