



## Job Description

Position: Director of Finance & Administration

Reports to: Executive Director

Supervises: Accounting & Operations Staff

Status: Full Time, Exempt

**Position Summary:** Vashon Center for the Arts (VCA) is seeking a mission-oriented, leader with strong experience managing finance and operations to join our leadership team as our Director of Finance & Administration. The Finance Director will play an integral role managing our finance ensuring accurate and efficient financial and nonprofit accounting practices. This position will be responsible for overseeing financial management, accounting, planning, and budgeting, external audit/review preparation, and human resources administration. The position will serve as a key member of the leadership team and will report directly to the Executive Director (ED)

This is a tremendous opportunity for a finance and operations leader to maximize and strengthen the internal capacity of a community-based, multi-faceted arts organization that is committed to providing quality arts experiences for all ages, and creating opportunities for artists of all genres to perform and exhibit their work.

This is a regular, full-time professional position with benefits. Salary will be commensurate with qualifications and experience and will be appropriate to a senior level position in a non-profit organization.

## Key Duties & Responsibilities

### Financial Management (40%)

- Analyze and present financial reports in an accurate and timely manner; clearly communicate monthly and annual financial statements, and oversee all financial, project/program and grant accounting.
- Oversee and lead annual budgeting and planning processes in conjunction with the Executive Director; administer and review all financial plans and budgets; regularly monitor progress and changes; and keep staff apprised of the organization's financial status.
- Support the ED and board to develop both annual and long-term financial plans that align with strategic goals.
- Manage organizational cash flow and forecasting.
- Develop and implement fiscal management practices and internal controls, ensuring that VCA upholds its fiduciary and organizational responsibilities. Manage the finance department's policy and procedure manual.

- Participate as the staff liaison with the Board of Director's Finance and Audit committee, and other finance related ad hoc working groups.
- Work with Development staff to reconcile fund development records and financial records, and prepare financial statements as needed for grants, committees, and other tracking.
- Create and maintain internal tracking systems.

**Accounting (20%):**

- Manage payroll, accounts payable and accounts receivable.
- Manage accounting systems, including maintaining records to facilitate monthly and quarterly reporting and budget tracking, financial tracking of restricted grants, invoicing, payroll management.
- Coordinate and lead the annual audit process, liaise with external auditors and the finance committee of the board of directors; assess any changes necessary.
- Work with teams to track grant expenses.

**Human Resources (15%):**

- Work with the ED to ensure employee manual, policies, and procedures are regularly updated and utilized by staff.
- Manage administrative aspects of HR functions, including hiring; compensation and benefits administration and oversight; new employee orientation, and employee retention strategies.
- Maintain personnel files and employment, payroll, performance review, and leave records.
- Be responsive to staff members, and available for questions. Act as a resource to employees seeking help navigating employment or HR issues.
- Create and/or refine existing systems for overseeing and managing the recruitment, hiring, onboarding, and orientation of employees.

**Administration & Operations (25%):**

- Implement a robust contracts management and financial management / reporting system.
- Manage facility and equipment leases and all contracts with vendors and consultants, including payroll.
- Ensure organizational and individual compliance with local, state, and federal law.
- Manage memberships in outside organizations and professional associations.
- Monitor and evaluate all organizational insurance policies (legal, real property, general liability, directors and officer's liability, etc.).
- Review and approve all vendor, artist, speaker, and other contracts proposed by staff, prior to their execution, confirming that they are reasonable, understandable, and in keeping with the organization's policies and practices.
- Review and approve or decline purchase orders for all expenditures submitted by members of staff. Approve or decline payments for approved expenses based on contractual requirements, the receipt of goods or services, or the presentation of adequate documentation.
- Manage banking and credit relationships, including merchant credit card processing.
- Oversee the tracking, reporting, and reconciliation processes of box office operations and front of house sales.
- Support the administrative and facilities team, including allocating workspace, resources and equipment for staff members.
- Hire, train, and supervise Accounting and Front of House staff, and work with them to recruit and train a large and essential volunteer base.

- Support administrative staff in maintaining the organization's office equipment, including support of the phone system; handling copier leases, equipment inventories, etc.
- Hire, train, and supervise Facilities staff, and manage all activities related to the organization's campus buildings, including maintenance and capital improvements.
- Performs other duties within expertise as assigned.

### **Specific Skills & Abilities**

The successful candidate must have great facility with finance and accounting and be able to communicate those matters to people who have little to no facility for them. The individual must exercise support and understanding of creative types in the field of the arts, and demonstrate an ability to promote teamwork and open communication. The candidate possesses excellent planning and organizational skills, clear motivational abilities, and strong written and oral communication skills. The candidate must have an expert knowledge of Quickbooks, proficiency with POS systems and comfort with computer data base systems. It is not necessary for candidates to have experience in the arts, but previous experience in the non-profit sector is desired. This individual should be open-minded about the wide range of topics and themes explored in the arts, as well as embrace the mission of the organization as a team member in service to the arts in the community.

### **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- BA or equivalent experience required.
- At least 7 years financial, accounting and managerial work experience.
- 4+ years of broad financial and operations management experience in a non-profit environment.
- Experience developing and managing budgets, forecasting, project management, coordinating audits, and loan management.
- Experience with similar-size non-profit and familiarity with non-profit accounting and reporting practices.
- Ability to translate financial concepts, especially to those who do not necessarily have finance backgrounds.
- Familiarity with foundational practices and reporting in the area of grants management.
- Exceptional communication, organizational and interpersonal skills.
- Demonstrate ability to carry out tasks in a reliable, productive and expedient manner and be able to adhere to strict deadlines.
- Engage in decision-making that is generally governed by procedure and guided by policy.
- Maintain effective working relationships with vendors, contractors, employees, patrons and others encountered in the course of employment.
- Work independently, exercising judgment and initiative.
- Work in a fast-paced environment where multiple program events are often underway.
- Remain flexible and adjust to situations as they occur.
- Work extended and/or irregular hours as needed.
- Personal qualities of accountability, integrity, equity, and dedication to the organization's mission.

While performing the duties of this Job, the Director of Finance & Administration is regularly required to sit for long periods, use fingers and hands to type, handle, or feel; reach with hands and arms, talk, and hear. The employee may occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and ability to adjust focus. A background check is required.

This is not necessarily an exhaustive list of all responsibilities, skills, requirements, or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, the Board of Directors reserves the right to revise the job when circumstances change.

### **Equal Opportunity/Affirmative Action employer**

The Vashon Center for the Arts is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to sex, gender identity, sexual orientation, race, color, religion, national origin, disability, protected veteran status, age, or any other characteristic protected by law.

### **Compensation**

This is a full-time, salaried exempt position. Salary will be commensurate with Experience. VCA provides paid time off and holiday pay. This position is eligible to participate in the group health and dental plan.

### **To Apply**

Please submit (1) a cover letter describing your relevant work and life experience and interest in working at Vashon Center for the Arts and (2) a current resume highlighting relevant work experience. Applications should be emailed to [employment@VashonCenterfortheArts.org](mailto:employment@VashonCenterfortheArts.org). No phone calls please.