PROJECT ROW HOUSES (PRH)
FINANCE AND ADMINISTRATION DIRECTOR

The Finance and Administration Director is responsible for efficiently managing sources of support to Project Row Houses. They are responsible for pledges and donor information; timely payment of all invoices and designations; monitoring bank accounts and investments; managing human resource information and benefits; coordinating information technology needs; preparing financial, and fund development reports. The Director of Finance & Administration seeks new opportunities to utilize technology to accomplish goals, sees the big picture and continuously reviews processes and procedures to gain efficiency.

Project Row Houses is a community platform that enriches lives through art with an emphasis on cultural identity and its impact on the urban landscape. We engage neighbors, artists, and enterprises in collective creative action to help materialize sustainable opportunities in marginalized communities.

Project Row Houses occupies a significant footprint in Houston’s Historic Third Ward, one of the city’s oldest African-American neighborhoods. The site encompasses five city blocks and houses 39 structures that serve as home base to a variety of community enriching initiatives, art programs, and neighborhood development activities. PRH programs touch the lives of under resourced neighbors, young single mothers with the ambition of a better life for themselves and their children, small enterprises with the drive to take their businesses to the next level, and artists interested in using their talents to understand and enrich the lives of others. Although PRH’s African-American roots are planted deeply in Third Ward, the work of PRH extends far beyond the borders of a neighborhood in transition. The Project Row Houses model for art and social engagement applies not only to Houston, but also to diverse communities around the world.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Manage the Project Row Houses budget and the administrative process as it relates to all legal matters.
- Oversee and work closely with the Executive Director, program staff and applicable Board Committees to plan and develop annual budget, financial forecasts and strategic planning,
- Oversee planning, implementing, and managing all financial-related activities; including monitoring monthly cash flow, financial forecasting, general property management, and payroll.
- Develop and implements appropriate financial policies and internal controls
• Oversee and work closely with Finance Committee concerning job costing, expense reduction, institutional financing and legal issues.
• Prepare and finalize monthly financial reporting materials for presentation to Finance Committee.
• Provide financial reporting and budgeting support for Fund Development efforts.
• Manages grants of all sizes, including documenting payments and expenditures, optimizing grant administration process, ensuring compliance with grant regulations, and preparing financial reports.
• Primary liaison with the auditing firm that prepares the annual audit and Form 990s. Ensures timely completion of audit and filing official tax records in compliance with federal, state and local regulators.
• Prepares and updates a multi-year technology plan; serves as direct contact to IT consultant(s).
• Oversees the purchasing of all office equipment.
• Prepares and ensures the execution of payroll distribution, quarterly 941 tax filings, W-2 and 1099 distribution
• Oversees the annual benefits election process and responds to staff issues or concerns throughout the benefit period, including in areas of insurance, retirement, disability, and paid leave.
• Maintains personnel files in compliance with all applicable regulations.

QUALIFICATIONS:
Education/Experience: B.A. degree in accounting from an accredited university, CPA preferred. Five or more years of experience working in nonprofit accounting.
• Expertise in all aspects of the accounting cycle, from recording of source documents through preparation of financial statements and reconciliations, payroll process
• Proficiency in MS Office, Quick Books and Salesforce
• Strong interpersonal skills to be able to work effectively with the full spectrum of partners and community members
• Excellent verbal and written communication skills and the ability to work cooperatively with diverse groups
• Strong leadership qualities to coordinate, direct, and delegate to others
• Strong computer and presentation skills (facility with Word, Excel and PowerPoint)
• Willingness to work evening weekends and adjust hours to accommodate the needs of the job
• Passion for the mission, vision and values of Project Row Houses.
WORKING CONDITIONS: (TRAVEL, HOURS, AND ENVIRONMENT)

- This is a full-time (40 hours), exempt, salaried position, with benefits.
- Some duties will be performed in a traditional office environment; duties may also be conducted in a variety of nontraditional community settings.
- Some evening and weekend work may be required.

For confidential consideration, please submit your cover letter, resume to hr@projectrowhouses.org. No phone calls please. Applicants whose candidacy is being considered will be contacted.

Project Row Houses (PRH) is an equal opportunity employer in all positions, programs and services without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.