Finance Director, 0.5 FTE

Job Description

Deadline to apply: July 24, 2020

Seattle JazzED is a music education non-profit organization founded in 2010. Our mission is to empower students of all skill levels and backgrounds to realize their full potential through exceptional music education. We believe that achieving our mission requires an organization-wide commitment to dismantle systemic racism, sexism and economic inequality by keeping issues of equity centered in our work. We will strive to understand, support and reflect the communities that we serve.

Currently the Seattle JazzED team is comprised of 6 staff members, 45+ teaching artists and 20 board members. We pride ourselves on meeting the music education needs of Seattle-area families with creativity, compassion and courage—the same qualities we seek to instill in all of our students.

This position has responsibility for management of organizational finances, financial processes and human resources for Seattle JazzED. The Finance Director’s primary function is to provide the JazzED staff and Board of Directors with financial and operational tools, guidance, and resources that will work to support JazzED’s mission and long-term sustainability. This role is currently part-time, with the potential to grow into a full-time position.

Duties and Responsibilities

Finance

• Work with Executive Director, organizational leadership, and Board of Directors to build and manage annual budget to support organization goals and strategic plan
• Manage annual audit and IRS Form 990 process and provide all necessary financial, organization and other information and support to firm engaged by Board of Directors
• Complete all external financial reporting requirements to Federal, State, and others
• Oversee all maintenance of accounting system, including accurate recording, backup, balance sheet account reconciliations, and annual financial statements
• Prepare deposits for delivery to bank and record in QuickBooks
• Manage monthly payroll process internally and with outsourced payroll vendor; record in QuickBooks
• Review, process, and approve check requests and print checks
• Manage cash needs and provide cash flow projections; liaison for banking procedures, EFT payments, and fund transfers
• Enter and track Accounts Payable and Receivable including pledges, invoices, etc.
• Process and pay all credit card expenses
• Prepare monthly and annual financial reports for Executive Director and program managers
• Prepare Finance Committee and Board of Directors financial reports as needed
- Serve as staff liaison with Board Finance and Audit Committees and attend Board meetings to present financials and other information as required to Executive Committee and Board of Directors
- Prepare financial information for various grant proposals and reports, as requested
- Other related fiscal duties as required

**Human Resources**
- Strategically create employee benefit packages to hire and retain excellent staff and administer employee benefit plans, including health coverage and retirement programs
- Manage employee records
- Develop and implement effective human resources policies and practices
- Collaborate with the Executive Director in recruitment, hiring, orientation, training, and evaluation of staff

**Qualifications**
- BA/BS Accounting, Business, Finance, Economics, or comparable work/volunteer experience
- CPA and/or MBA desirable but not required
- 5+ years nonprofit work or volunteer experience
- Working knowledge of Excel and Word
- Proficiency in QuickBooks or equivalent software

**Other considerations**
- Must be willing to make recommendations and judgments
- Must be organized and respond to communications in a timely and thoughtful manner
- Must be comfortable working independently and as part of a team
- Must be able to attend board meetings, public events, cultivation and fundraising events and other JazzED functions as requested
- Must be able to pass a criminal background check

**Salary and Benefits**
- Half time position (20 hours/week), with possible weekends and evenings on occasion
- Salary: $30,000
- Health, Dental and Vision benefits
- Parental/family leave
- Paid holidays
- Paid sick and vacation days

**To Apply**

We recommend reading through our website seattlejazzed.org to become familiar with the work of the organization. To apply, please submit a resume and a cover letter via email to Laurie de Koch at jobs@seattlejazzed.org by July 24, 2020. We hope to conduct interviews via Zoom in late July, early August. This position will remain open until filled.