Finance & Administrative Manager

To be considered, candidates MUST apply through Indeed: https://indeedhi.re/3BVmKHL

Reports to: Executive Director | Supervises: None | FLSA Status: Exempt | Salary Minimum: $36,000

DeltaARTS’s mission is “Imaginative Arts Education for the Delta,” and as a small 501(c)(3) non-profit, that mission is the driving force behind all that we do. Collaboration and creative thinking are important as well as a positive attitude and the willingness of all team members to go the extra mile. While this position is primarily a financial one, an “all-hands-on-deck” approach is taken to ensure a successful, harmonious working environment.

GENERAL SUMMARY
Under the direction of the Executive Director (ED), is responsible for managing and executing all financial and some administrative operations. Financial operations include all financial aspects of the organization, including bill pay, payroll, grants, financial strategy, and planning while adhering to financial laws and guidelines. Administrative operations include daily office management, facilities, rentals, and some human resources functions.

SPECIFIC RESPONSIBILITIES
Finance
- Retain constant awareness of the organization’s financial position and act to prevent problems
- Prepare and reconcile annual budget in consultation with ED and Board of Directors
- Pay bills and monitor automatic transactions/bill pay
- Reconcile all bank and credit card accounts monthly
- Prepare, process, and record all accounts receivable/payable
- Prepare and process pay roll with necessary deductions
- Prepare and distribute all tax-related reports and forms in a timely manner
- Oversee all audit operations, reporting routinely to the ED throughout
- Monitor deadlines and requirements, prepare, research, and maintain files for all grants
- Conduct analyses to make forecasts and report to ED and Board
- Create and monitor online financial forms and payment portals
- Communicate with clients, donors, sponsors, volunteers, and vendors for various purposes
- Prepare and present reports to ED, staff, and Board of Directors as needed

Administrative
- Assist ED in overseeing office operations
- Collaborate with third-party contractor to manage IT infrastructure
- Perform some human resources functions
- Manage and maintain DeltaARTS facilities, inventory, and rentals
- Coach/train staff and volunteers on policies, procedures, and operations as needed

General
- Serve as a DeltaARTS representative and ambassador to the community/general public
- Attend internal and external meetings and trainings as needed
- Work special events, including some weekends and evenings as needed
- Other tasks as needed
QUALIFICATIONS AND SKILLS
• Bachelor’s degree required (preferred in accounting or other relevant field); master’s a plus
• Experience in non-profits preferred
• Proven experience in business finance role
• Excellent verbal, written, and interpersonal skills
• Must be adaptable and flexible with team spirit
• Proficient in QuickBooks, Microsoft Office, G-Suite, and general computer operations
• Experience with donor management software (e.g., Blackbaud, Salesforce, DonorPerfect) a plus
• In-depth knowledge of finance and accounting principles, laws, and best practices
• An analytical mind with ability to think strategically
• Excellent organizational, leadership, and time management skills
• Comfortable with using and quick with learning new technology

WORK SCHEDULE
Full-time, 32 hours/week (Mon – Thu, 9:00 am–5:00 pm), occasional evenings and weekends

BENEFITS
30-day waiting period for health insurance and retirement benefits (401k). Candidates are eligible for paid holidays, sick, and vacation pay after successful completion of a 90-day introductory period.

PHYSICAL REQUIREMENTS
General office work that may involve walking or standing for extended periods. Occasionally may require lifting and loading up to 20 pounds. Accommodations will be provided for candidates who require assistance to perform job functions.

CONTACT WITH OTHERS
The position involves a significant amount of contact with DeltaARTS staff, volunteers, sponsors, donors, members, and the public. This involves frequent interactions that may be of a sensitive or confidential nature. Discretion and sound judgment is required. Must be able to relate well to individuals with a variety of backgrounds and positively represent DeltaARTS in these associations.

JOB DESCRIPTION ACKNOWLEDGEMENT
All job requirements in the job description provided indicate the minimum level of knowledge, skills, and/or abilities deemed necessary to perform the job competently. Job descriptions are an overview of the duties, responsibilities and requirements of the position. Employees may be required to perform other job-related assignments as requested.

APPLICATION REQUIREMENTS
A professional resume in addition to a one-page cover letter that cites specific career goals and accomplishments which qualify you to fulfill the requirements of this position. Generic cover letters will not be accepted. Must apply through Indeed to be considered. No phone calls, please.

Applications accepted: 9/9/21 – 1/31/21

DeltaARTS is an Equal Opportunity/ Affirmative Action Employer. We will consider applicants for all positions without regard to race, color, religion, national origin or ancestry, sex, sexual orientation, age (40+), disability, veteran status, or any other legally protected status under local, state, or federal law.