TITLE: Director of Finance
REPORTS TO: Vanessa Shieh, Co-Executive Director
LOCATION: Mexican Heritage Plaza (1700 Alum Rock Ave, San Jose, CA 95116). The Director of Finance is expected to work onsite but will have flexibility for work-from-home once a week upon approval after the 90-day probationary period.
TYPE: Full-time, Salary, Exempt
COMPENSATION: $90,000 to $110,000 (annual)

POSITION DESCRIPTION
The School of Arts and Culture at Mexican Heritage Plaza (SOAC) is a cultural institution that serves both the creative sector and its local neighborhood. SOAC is seeking a creative team-player to fill the role of Director of Finance (DOF). The DOF will work closely with the Co-Executive Director to build, implement, and document financial management systems for the organization.

The DOF is part of the senior leadership team and leads the finance and accounting operation. As such, the position will collaborate with other directors and managers to direct organizational resources to programs, activities, pilot projects, and partnerships. This position will also interface with colleagues who represent the agencies of the Si Se Puede Collective, of which SOAC is a member.

Among their qualities, the DOF should be thoughtful, perceptive, visionary, and action-and community-oriented. SOAC relies on the DOF to translate financial data into meaningful information from which SOAC leadership can make strategic decisions. Direct support for the Director of Finance will include: one-on-one’s with colleagues and executive leadership, an onboarding process, work plans and defined tasks, a commitment to debriefing, and a capacity-building approach.

ORGANIZATIONAL BACKGROUND
SOAC envisions a world where creativity inspires compassion and vibrant communities. The organization’s mission is to catalyze creativity and empower community. SOAC is guided by the following values:

- **CREATIVITY**: We believe in the transformative power of the arts. Creativity is the foundation of our humanity.
- **HERITAGE**: Heritage encompasses cultural traditions and foundations that groups share. We connect to our collective past experiences as they inform and help to define current contexts and future hopes. We celebrate our heritage even as we create new experiences.
- **INCLUSION**: Inclusion is a state of belonging. SOAC believes that equitable access to resources ensures a thriving community. Therefore, the Mexican Heritage Plaza is open and welcoming to everyone.
- **PLACE**: The concept of place is broader than a single facility. As an anchor organization for East San Jose, the SOAC activates the vibrancy and celebration of our local community. We take pride in the richness and potential of our Eastside neighborhoods.
- **SERVICE**: SOAC considers itself a servant of the community. We recognize that in order to inspire leadership, we must approach every interaction from a place of humility and respect.

With a dynamic staff, the SOAC delivers unique classes, activates the Mexican Heritage Plaza (La Plaza) through community events, and offers cultural programs that embrace all, while rooted in Mexican Arts. By activating La Plaza, SOAC serves local residents engaging over 100,000 people annually in community events and arts experiences.

GENERAL RESPONSIBILITIES AND DUTIES
[Financial Management and Administration, 60%]

1) Develop policies and ensure sound procedures for fiscal control, risk management, and contract and legal compliance
2) Lead, develop and monitor the organization’s annual budget
3) Provide ongoing oversight and management of the organization’s performance against budget projections in order to report variances and make recommendations as needed
4) Serve as the primary point of contact for SOAC’s outsourced accounting consultants, FASS
5) Lead the review of the organization’s general ledger and balance sheet schedules; and make necessary month-end and year-end journal entries
6) Oversee cash management and financial reporting to the Co-Executive Directors and the Board of Directors by providing analysis in an accurate and timely manner
7) In partnership with the Co-Executive Directors, lead long-range financial planning, linking to strategic planning efforts as needed
8) Communicate and present effectively the critical financial matters to SOAC’s senior leadership
9) Lead the annual audit process and prepare SOAC’s income tax returns
10) Negotiate and manage contracts and agreements with organizational partners, including vendors for the facility’s maintenance
11) Lead, coach, and supervise the staff that process payroll and administer employee benefits; work on accounts receivable and accounts payable; and oversee fiscal sponsorship

[Fund Development, 10%]
1) Work with the Director of Development to develop budgets, track expenses, and report progress for grants
2) Help inform grant deliverables
3) Provide timely data to be used for acquiring new grants or answering questions from current funders
4) Reconcile and align activities and performance against budget projections between the finance and fund development functions

[Si Se Puede Collective (SSPC)-related Tasks and Support, 20%]
1) Serve on a committee of the SSPC, whether ongoing or ad hoc, in order to advocate on behalf of SOAC and its strategic priorities
2) Help inform grant deliverables
3) Provide timely data to be used for acquiring new grants for the work of the SSPC, and answering questions from current funders
4) Assist in the development of financial management systems for the SSPC

[School of Arts and Culture General Support, 10%]
1) Support the SOAC team during signature events including, though not limited to, Fiesta del Mariachi; Tres Vinos; Chile, Mole, Pozole; Avenida de Altaires; Fiesta Navideña
2) Support program and department team members as assigned by the Co-Executive Directors

REQUIRED QUALIFICATIONS
1) Bachelor’s degree and at least four years of work experience in finance and accounting; non-profit accounting a plus
2) Experience working with and financial management of multiple revenue streams, including government funding
3) Demonstrated success in leading annual audits; experience with federal single audits and construction accounting a plus
4) Fluent in English; proficiency in Spanish or Vietnamese a plus
5) Strong written communication skills
6) Cultural sensitivity and awareness of the unique challenges and opportunities of the East San Jose community
7) Thoughtful, compassionate, perceptive, visionary, action-oriented, multiculturally grounded, and trauma-informed
8) Strong organizational abilities including project management, planning, and a commitment to deadlines
9) An advanced understanding of computer technology
10) An ability to research and be resourceful; work independently and take initiative; create and streamline processes; and work in the evenings or on the weekends about five to seven times during the year
WHAT WE'RE SEEKING

1) Commitment to the importance and values of community development and empowerment
2) Cultural sensitivity and awareness to the unique challenges and opportunities of the East San Jose community
3) Has a network and/or perspective of those underserved by the conventional arts and culture field, or local neighborhood services
4) Attention to detail and excellent organizational, time-management, and project management skills with the ability to prioritize, multi-task, and work independently, as well as collaboratively
5) Comfort with a high-paced, multi-tasked work environment
6) Proactive in communication and ensuring that assigned tasks are effectively stewarded
7) Knows how to type and use G-Suite (e.g., Google Calendar, Docs, Forms) and Microsoft Windows Office Suite, especially Word, Excel, and PowerPoint

COMPENSATION AND BENEFITS

This position is full-time and exempt. After the 90-day probationary period, a salary adjustment can be considered based on performance and supervisor input.

SOAC offers a benefits package that includes:

1) 100% employer-paid medical (Kaiser Permanente), dental (Delta Dental), and vision (VSP) premiums for employees (eligible dependents available at additional costs). We offer an HMO plan through Kaiser Permanente. In addition, SOAC offers an employee assistance program, life insurance coverage, and long-term disability coverage while the staff member is an employee of the organization.
2) Voluntary 403b retirement plan enrollment. After the probation period, SOAC will add 3% to the employee’s pay. The intent of this increase is to encourage staff members to set up and contribute to a 403b retirement account. SOAC does not mandate this.
3) 10 vacation days and six sick days are provided. These are not balances that are provided upfront, but rather accrue with each pay period. Also, vacation time and sick time are independent from each other.
4) Traditionally provide time off between Christmas and New Year’s Eve, and additional holidays throughout the year.
5) Up to $500 in funds for professional development opportunities are available with supervisor approval.

HIRING PROCESS AND TIMELINE

1) Applications will be reviewed on a rolling basis until the position is filled. Below is a target timeline that may change as needed.
2) We will reach out to qualified candidates to schedule an initial screening in April. Finalists will be invited to schedule a 45 to 60-minute in-depth interview in late April. Finalists will have the opportunity to speak to SOAC staff regarding the nature of the work, activities, and organizational culture. In addition, SOAC will request to speak with the finalists’ references. An offer will be made shortly thereafter.
3) The expected start date for this position is June 1. We are open to a different start date for the best candidate.

HOW TO APPLY

1) Submit in a single email to Vanessa Shieh at vanessa@schoolofartsandculture.org, with the subject line “Application: Director of Finance” including the following:
   o A thoughtful (1-page maximum) cover letter with a summary of your relevant experience, transferable skills and how they add value, why you are interested in the position, the kind of work environment you thrive in or enjoy contributing to, and something about SOAC’s work that excites you.
   o Résumé (no longer than 2 pages)

Please note that only complete applications—which include a cover letter, résumé, and writing sample—will be considered. Please: no calls, emails, or social media messages. We will follow up with qualified candidates only due to the volume of interest. Prospective applicants are strongly encouraged to review our website prior to applying.

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