



## **Nonprofit Finance Director**

### **Company**

The Bray believes that quality in ceramics is achieved through inviting, promoting, and practicing inclusion, equity, and diversity. A full representation of thought, education, geography, culture, identity and life experiences, all lead to artists' ability to create thought provoking and important work. When we share and engage with our unique perspectives and experiences, we enhance the quality of each other's work.

To create an environment that allows full opportunity for employees, resident artists, and participants to enjoy and benefit from its programs, The Bray is committed to equity, inclusivity and belonging in all aspects of its operation. The Bray's core values are strengthened by a wide representation of talented, experienced, committed artists; engaged, knowledgeable staff and board of directors; and the active participation of all members of the Bray community in its programs.

The Bray is committed to opening access, opportunity, and advancement to people from groups that have been under-represented in terms of employment, recognition, funding, and institutional support. This requires The Bray to consider and remove systemic barriers that make participation in its programs difficult for any group or individual. We are also evaluating and implementing ways to expand the processes, activities, and decision/policy making in ways that ensure equal access to opportunities and resources. The Bray has begun to put into action a series of steps that will implement our commitment to diversity, equity, and inclusion, which are found in The Bray Strategic Plan. The Bray will continue to engage in a dynamic strategic planning process that will regularly review and improve the action steps taken and will work to spread its programs to those communities that have historically lacked access and participation in the arts.

### **Summary of Responsibilities**

The Finance Director oversees and executes the organization's bookkeeping and accounting functions. They will work closely with others in senior management and provide leadership through financial analysis and oversight. They are responsible for overseeing financial transactions using multiple POS systems (including QuickBooks Point of Sale), internal controls, reporting, tax filings, audits, monitoring of funds and budgeting. Bookkeeping and accounting

functions are to be handled in a timely and accurate manner and in compliance with GAAP nonprofit accounting standards. They will work with the Resident Artist Director, Director of Operations, Development Director, and the Treasurer of Board of Directors. Knowledge of planned gift annuities and investments a plus.

### **Hours**

- 40 hours/week; occasional weekend days or evenings
- Flexible schedule
- Permanent full-time

### **Compensation and Benefits**

- This is a permanent, full-time, salaried, exempt position. Salary range \$55,000-\$58,000 depending upon experience.
- Paid health insurance, accrued vacation time and sick leave, paid vacation during Christmas/New Year's and other benefits as described by Foundation policies
- Flexible hours and dynamic environment

### **Knowledge, Skills and Abilities required**

- Financial Management/Accounting degree or relevant financial/nonprofit experience
- QuickBooks experience
- Bill.com or other online AR/AP SaaS
- Proficiency with Microsoft Office products (Word, Excel, etc.)
- Ability to work in a fast-paced environment
- Ability to multi-task and maintain attention to detail
- Strong communications, organizational and time management skills
- Energetic and collaborative personality with self-starter approach to work

### **Duties**

#### Daily or Weekly

- A/P, A/R, general journal entries
- Process credit card settlements
- journal entries for deferred revenues and payroll cash accounts
- execute bi-weekly payroll activities
- accurately tracks and reports on restricted and/or designated funds

#### Monthly

- reconciliation of bank and credit card statements in accordance with GAAP
- prepare monthly financial reports for Resident Artist Director and program managers

- supports the development office in tracking donor gifts (of all types)
- support the Development office in developing grant proposal budgets and reports

#### Quarterly

- prepare quarterly financial reports including standard financial reports, budget v. actual reports, grant reports and specialized reports for quarterly meetings of the board of directors
- participates in quarterly board meetings

#### Annually

- prepare Forms 1099 for vendors and W-2 for employees
- coordinate with outside CPA/Auditors in preparation for annual audit and IRS 990 filings
- support the Resident Artist Director and Operations Director in the development and analysis of annual organizational budget
- Works with management team to develop program budgets

#### Ongoing

- manages any other Finance staff or volunteers
- staff participant on Board Finance Committee
- maintain accounting procedures, policies, and systems of internal controls to ensure the integrity all financial systems
- be key interface with banks and other financial institutions and be responsible for cash management (e.g. anticipating cash needs and transferring funds to ensure sufficient cash availability at all times)
- perform other non-routine duties as assigned requiring strong judgement and initiative

#### Other Duties

- Participates in staff meetings
- May assist with staffing Bray public events (on occasion)
- Works with development staff regarding grant applications and reporting when applicable
- As assigned

#### To Apply

Please visit the Bray employment portal at:

<https://archiebray.slideroom.com/#/permalink/program/65430>

and provide a cover letter, résumé/cv and contact information for 3 references. General questions may be directed to Brad Robinson, Director of Operations at [brad@archiebray.org](mailto:brad@archiebray.org) Application will be reviewed beginning Feb 22, 2022. Position remains open until filled.