



Job Description

Job Title: Finance Director

Date: 01 December 2016

Department: General and Administrative

Status: Regular Full-time

Reports to: Executive Director

Definition:

The Finance Director will guide and administer the Financial, Human Resources, and IT systems of the Arts Council of Greater Kalamazoo in consultation with and under the direction of the Executive Director.

Performance Responsibilities:

Finance:

1. Work with Executive Director, staff members, and the Finance Committee in preparing and finalizing budget proposals (operational, capital, development campaigns and grants) for Finance Committee and Board approval.
2. Accept, process and reconcile receivables, billings, accounts payable, cash accounts, credit cards, fund accounting, all grant accumulation and reporting, and fixed assets.
3. Monitor and anticipate cash flow needs; evaluate and predict banking needs.
4. Prepare financial reports for the Executive Director, Board of Directors, staff, and outside organizations (fiscal sponsorship organizations, grants and Cultural Data Project, etc.) as requested for operating, capital, and fiscal sponsorship purposes.
5. Prepare all reporting necessary for annual audit, IRS 990 form, state charitable solicitation license and any other required legal reporting. Research, and contract outside auditing firm with Executive Director approval. Assist with annual audit of financial statements.
6. Assist the Executive Director and staff in the administration of fiscal sponsorships, re-granting programs, programs and capital projects, including the oversight of the proper use and reporting of restricted funds. Provide reporting as requested.
7. Monitor and manage service relationships and billing with financial gateways – Square, Authorize.net, PNC, etc. to ensure that accounts are balanced and reconciled on a regular basis.
8. Work with Board Committees as needed.
9. Work with Kalamazoo Cultural Center Finance personnel and Board of Directors as needed.
10. Maintain good public relations with the financial community.

Human Resources:

1. Provide appropriate timesheets for all contracted and regular staff. Receive and audit timesheets for accuracy.
2. Administer payroll processing through third party payment system. Oversee timely payment of all taxes associated with payroll as well as distribution of W-2s and 1099s.
3. Reconcile and report as appropriate wages, taxes, etc. to appropriate insurance and/or state and federal regulatory agencies.

4. Process new employee paperwork including, but not limited to: I-9 form, W-4 form both state and federal, Michigan New Hire form, Health/Benefits enrollment Forms, Employee Handbook, Conflict of Interest Form and Emergency Contact Form.
5. Administer any Health Benefits through the appropriate enrollment forms with the advice and direction of the Executive Director and the Insurance agent.
6. Assist Office Coordinator with administration of EPS access, building keycards, parking passes, and keys.
7. Track, audit and report PTO usage to Executive Director and employees.

Information Technologies:

11. Oversee the onsite information technology systems. Provide supervision and guidance to the contracted IT company providing repair and maintenance to onsite systems that include, but are not limited to the server, individual workstations, system hardware and wiring, disaster recovery systems, archival systems, and all software and online systems.
12. Review, evaluate and authorize service and maintenance to systems. Provide assistance to staff in maintenance and repair of systems by the contracted IT service company.
13. Assist the Executive Director in reviewing, evaluating, upgrading and purchasing new equipment, software and systems in a timely and fiscally responsible way. Ensure the Arts Council is PCI compliant in all areas (Finance, HR, and IT) through regular tests and certifications. Suggest policy changes as needed to maintain proper compliance.

Other:

14. Work closely with the Office Coordinator to maintain office systems, such as postage, copier, and phone systems. Ensure that proper payment is being made for each system's service, and communicate unusual activity or increases in service charges.
15. Provide phone and lunch relief for fellow staff members as negotiated by Office Coordinator.
16. Perform other duties as assigned by the Executive Director.

Minimum qualifications:

1. BA, BS or similar in an area related to accounting, finance, IT and business.
2. Prior proven experience in accounting principles and practices.
3. Excellent IT skills, including working knowledge of server systems, web based technologies, and software especially QuickBooks Pro, Microsoft Office, Adobe products and internet based payment processing applications.
4. Knowledge and prior experience in non-profit business practices, including accounting for temporarily restricted funds.
5. Previous proven financial and HR experience.
6. Excellent interpersonal and communication skills.
7. Will be expected to exercise independent judgment in matters of significance to the organization.

Desirable Qualifications:

1. MA or MBA in accounting or similar discipline.
2. Knowledge of various arts disciplines.