

**Position:** Finance Manager

**Classification:** Full Time, Exempt

**Reports to:** Executive Directors

**Hours:**

- Average work week is 40 hours (80% Contemporary Craft / 20% Kelly Strayhorn Theater)
- Work schedule: Monday to Friday, some evenings or weekends required

## **Position Summary**

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Are you ready to make an impact in the community using your financial savvy and operational prowess? Looking for the best return on investment of your time and energy at an organization where your voice matters? We're looking for you! Our Finance Manager is a shared role between Contemporary Craft (CC) and Kelly Strayhorn Theater (KST), with the majority of time spent at Contemporary Craft. The role supports the mission and vision of the organizations by overseeing operations in the areas of financial administration, business planning, budgeting, and human resources while being an active participant in the organization's overall operations. Your unique contributions make dynamic arts programming possible for the greater Pittsburgh region.

The Finance Manager is the direct liaison to the independent audit firm during the audit fieldwork. The position also provides support for the Arts Finance Cohort (AFC) Shared CFO and the finance/audit/investment committee.

Job accountabilities listed below will differ per respective organization, depending upon the exact needs of Contemporary Craft and Kelly Strayhorn Theater.

## **Essential Functions and Responsibilities**

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### I. Financial Management

- Analyze overall business results with a goal of continuous improvement.
- Present reports and results of business analysis in a form readily comprehensible by non-financial managers and individuals.
- Prepare monthly and year-end closings. Perform monthly general ledger reconciliations, resolving discrepancies and ensuring data accuracy between AccuFund Accounting System (CC)/QuickBooks (KST) and other systems utilized by each organization.
- Oversee financial, project/program and grants accounting; ensure that expenditures are consistently aligned with grant and program budgets throughout the grant/fund period; collate financial reporting materials for government, corporate, and foundation grants.
- Monitor financial systems and controls to ensure accuracy and reduce risk and compliance with tax regulations (federal, state, local, payroll, etc.)
- Maintain all financial records, ensuring the general ledgers, financial statements, investment statement and reports are prepared in a timely and accurate manner.
- Prepare fiscal records and reports required for the annual independent financial and tax audit.
- Maintain Restricted Funds spreadsheet.
- Payroll processing review and transmittal through ADP system.
- Fixed Asset record keeping.

- Provide financial training to CC and KST staff as requested.
- Participate in meetings with the organization's board and finance and executive committees as requested.

#### Cash

- > Enter all cash receipts into general ledger.
- > Verify accuracy of daily bank deposits.
- > Monitor cash position and keep appropriate staff informed of cash position.
- > Perform monthly bank reconciliations within accounting systems. Reconcile credit card transactions.

#### Accounts Payable/Receivable

- > Generate and enter all necessary accounting journal entries.
- > Maintain vendor files
- > Enter invoices to the accounting system
- > Process checks
- > Prepare and submit monthly sales and use tax payments
- > Review vendor statements and contact vendors regarding discrepancies
- > Generate invoices and manage Accounts Receivable.

#### Budgeting

- > Assist annual budget preparation including the development of annual financial plans and department goals.
- > Input budget into the accounting software.
- > Create and distribute monthly budget vs. actual reports to each budget manager.

#### Taxes

- > Produce accurate and timely 1099s.
- > Research payroll tax issues with payroll processing company.
- > Complete W-9 forms as needed.

#### Payroll

- > Responsible for timeliness and accuracy of monthly payroll.
- > Review all timesheets for correct dates, approvals, appropriate pay rates, timeliness.
- > Record and process payroll information.

#### Database Administration

- > Primary contact between AccuFund Accounting Software/QuickBooks and other departments.
- > Maintain operation and regular upgrades of the database (with system IT).

## II. Human Resources Management

- Manage benefits administration including annual renewal of employee benefit contracts.
- Ensure that the organization's insurance coverage (including property, health, liability, worker's compensation, D & O and employee benefits) is adequate and current.
- Monitor adherence to policies related to document retention and destruction.
- Ensure that procedures are in place to safeguard the security of records and data and those recordkeeping procedures protect employees' privacy.
- Manage CC's 401(k) retirement plan administration and annual compliance testing.
  - Ensure that monthly retirement plan deferrals are processed/submitted with accuracy in a timely manner.
  - Serve as the direct liaison to CC's retirement plan sponsor and financial advisor.
- Manage all other HR related tasks and projects.

## **Qualifications & Requirements**

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- Bachelor's degree in accounting or related field.
- Commitment to diversity, equity, inclusion, accessibility, and belonging and the willingness to prioritize and foster a commitment to valuing differences of race, ethnicity, age, sex, gender identity, sexual orientation, religion, ability, and socio-economic circumstances.
- The ability to complete projects and special assignments by establishing objectives; determining priorities; managing time; gaining cooperation of others; monitoring progress problem-solving; making adjustments to plans
- Proficiency in Microsoft Office, particularly excel and word is required
- Technologically savvy, with experience using both Mac and PC. Comfortable navigating a combination of software and cloud programs including Google Workspace
- Ability to effectively communicate key data, including presentations to senior staff, the Board or other outside partners/influencers/clients.
- Demonstrated excellence in non-profit finance, accounting, budgeting, control, and reporting. Knowledge of non-profit legal, audit, and compliance issues
- Commitment to maintaining and protecting sensitive and confidential information

The best-fit for this position will be someone who pays attention to detail, is well-organized, does well with planning and structuring timelines, has a positive outlook, and believes in teamwork and collaboration.

## **Working Conditions**

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- Ability to provide own transportation to perform principal responsibilities
- Sedentary work that primarily involves sitting/standing
- Operates a computer and other office productivity machinery
- Medium work that includes moving/lifting objects up to 25 pounds
- Moving about to accomplish tasks or moving from one worksite to another

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time; this job description is subject to change at any time when deemed necessary.

## **Compensation and Benefits**

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Salary range: \$50,000 - \$60,000 depending on experience

Contemporary Craft will be the employer of record and offer:

- Health Insurance Group Plan
- 401k Retirement
- Short-term disability insurance
- Workers' compensation
- Paid time off and paid sick days
- Discount in the Store

## **Application**

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Applications must include:

- Cover Letter
- Resume

- Three professional references – with contact information

Please submit via JazzHR

**Applications will be accepted on a rolling basis through February 25, 2022.**

This position can be filled immediately. No phone calls please

Contemporary Craft and Kelly Strayhorn Theater are Equal Opportunity Employers. Both organizations are committed to workplace diversity and to providing employment opportunities to all qualified applicants without regard to race, color, religion, age, sex, sexual orientation, gender identity, national origin, disability or protected veteran status.

Please be aware that our partner in the Arts Finance Cohort, New Hazlett Theater, is separately seeking a Director of Finance. We encourage you to review their job description as well.