

## **FINANCE MANAGER**

We are seeking a results driven and experienced Finance Manager.

### **ABOUT THE WASHINGTON CENTER FOR THE PERFORMING ARTS**

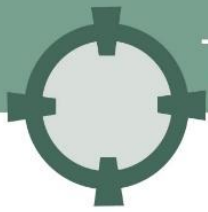
We inspire audiences and artists of all ages through live performances, enriching the vibrancy of our community. We are home to over 20 local Artistic & Community Partners. We get equally excited about students arriving in yellow school buses and filling the theater as seeing our favorite artists onstage. We thrive on the excitement of facilitating live performances.

### **SUMMARY**

We are an energetic organization and are looking for a passionate individual with a meticulous attention to detail to join our team. The Finance Manager is responsible for following all generally accepted accounting practices, executing internal accounting controls, and will work closely with the Board of Directors, Executive Director, and all departments regarding financial operations, budgeting, and day-to-day accounting. The ideal candidate will explore the uses of technology to automate systems and processes in a cost-effective and efficient manner.

### **DUTIES AND RESPONSIBILITIES:**

- Perform monthly accounting activities including reconciliations of bank and credit card accounts, balance sheets, and profit & loss statements
- Analyze and report on financial status including income statement variances, communicating financial results to management
- Works with department heads regarding annual budget preparation
- Oversee taxes and abide by state and federal regulations
- Create and maintain relationships with service providers and contractors, including banking institutions and accountants
- Monitor cash flow, accounts, and other financial transactions; identify and implement practices to minimize financial risk for the organization
- Provide financial information for grant proposals and final reports.
- Maintain fixed asset and depreciation schedule
- Monitor performance of organization's endowment
- Process all receivables and payables, in collaboration with development, programming and event staff, ensuring that expenses are within budget and approved
- Manage checking, credit card and line of credit accounts
- Process salaried and hourly staff payroll, monitor timesheets, and contract artist payments
- Administer new employee paperwork, staff medical, short and long-term disability insurances and 403(b) plan.
- Monitor insurance policies.
- Serve as liaison to auditors and prepare additional information as requested.
- Other duties as assigned and necessary in order to fulfill the mission of the Washington Center.



**Position Type and Expected Hours of Work**

This is a full-time position. Office hours are Monday through Friday, 9:00 a.m. to 5 p.m. Due to the nature of our business, weekend and evening hours may be required throughout the year. We encourage staff to plan their weekly hours appropriately.

**Required Education and Experience**

1. Bachelor's Degree in Accounting or related field
2. 3+ years experience, non-profit finance preferred
3. Proficiency in MS Office and accounting software. Working knowledge of Sage Accounting preferred
4. Experience in Audit preparation
5. Capable of balancing multiple priorities effectively

**Compensation and Benefits** Salary starts at \$50,000. Health benefits available. Up to 3% IRA Match after one year of employment.

**Required Materials** Interested candidates should submit cover letter, résumé, and three references to Jill Barnes [jbarnes@washingtoncenter.org](mailto:jbarnes@washingtoncenter.org).