



ARTSFUND

Title: Finance & Operations Manager
Department: Finance / Operations
Reports to: Vice President of Finance & Operations

ArtsFund supports the arts through leadership, advocacy, and grant making in order to build a healthy, equitable, and creative Washington. At ArtsFund:

- We believe that arts and culture are a tool for **social change**.
- We believe in arts and culture as an **economic driver** that creates jobs and revitalizes communities through its interconnectedness with the entire Washington economy.
- We believe in **promoting equity** by centering those most impacted by systemic oppression, including Black, Indigenous, and People of Color (BIPOC), LGBTQ+, and people with disabilities.
- We believe that communities benefit when **youth and families** are engaged in the arts.
- We believe that **strong data**, both quantitative and qualitative, can drive meaningful advocacy and change narratives.
- We believe that the **arts bring people together** with different experiences and that convening is essential for healthy communities.

Summary

The Finance & Operations Manager serves in a critical finance and administrative role, reporting to the Vice President of Finance & Operations, and works closely with team members in the development department. This full-time, non-exempt position provides accounting, finance, office operations support, and front desk reception. The Finance & Operations Manager will need to work according to a hybrid workplace schedule. ArtsFund reserves the right to alter location work requirements at any time.

Key Priorities

- Prepare bank deposits, coordinate and post cash receipts, process accounts payable, reconcile credit card transactions.
- Perform basic troubleshooting to reconcile general ledger account balances with inquiry, as necessary, to obtain missing information or verify unusual data.
- Prepare the ArtsFund Foundation (separate entity) financial statements and update related Excel workbook.
- Coordinate the ArtsFund Foundation Board meetings and assist with compilation of meeting materials.
- Assist with annual budget preparation and tracking.
- Assist with schedules and support documentation for the annual audit cycle in coordination with the Vice President of Finance & Operations.
- Serve as communication point between staff and office building management or outside tech management. And manage office equipment and related contracts
- Perform other related administrative duties as assigned

Knowledge/Abilities/Requirements

- General understanding of accounting principles
- Strong proficiency in Microsoft Office, specifically Excel and Word
- Familiarity with Sage Abila (MIP) and Quickbooks Online
- Strong attention to detail
- Excellent written and oral communication skills
- Ability to work collaboratively as well as independently

- Ability to prioritize and manage multiple projects effectively
- Aptitude for and willingness to learn new technologies, as appropriate, including cloud-based applications
- Ability to work remotely with reliable internet access (hardware will be provided)
- Ability to work standard office hours Monday to Friday in our Seattle office
- Commitment to fostering an inclusive and welcoming professional environment
- Proof of work eligibility

Preferred

- Associate's or Bachelor's degree in accounting, finance or related field or commensurate experience
- At least two years related professional experience, preferably in a nonprofit setting
- Experience with Sage Abila (MIP) and Quickbooks Online
- Experience with Microsoft Office 365

Compensation

Salary range of \$45,000-50,000 based on skills and experience. Generous benefits and PTO package including health/dental insurance 100% paid by employer, 403(b) with up to 3% match, transportation/parking stipend and three weeks' vacation to start.

To Apply

ArtsFund recognizes that an individual's lived experience is a valued skillset, and we aim to diversify the voices of all decision makers on our staff to best reflect the stakeholders that we serve. ArtsFund is an equal opportunity employer and is committed to workforce diversity. Black, Indigenous, and People of Color as well as people with disabilities are strongly encouraged to apply. The position will remain open until filled. To apply, please send a cover letter and resume to jobs@artsfund.org, subject line "Finance & Operations Manager: your name." No phone calls, please; only applicants selected for an interview will be contacted.