



ARTSFUND

Title: Senior Finance and HR Manager

Department: Finance / Operations

Reports to: Vice President of Finance & Operations

ArtsFund supports the arts through leadership, advocacy, and grantmaking 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 Sr. Finance & HR Manager serves in a critical finance and administrative role, reporting to the Vice President of Finance & Operations, and works closely with all departments within the organization. This full-time, non-exempt position provides accounting, HR, and office operations support. The Sr. Finance & HR Manager work according to a hybrid workplace schedule. ArtsFund reserves the right to alter location work requirements at any time.

Key Priorities

- Oversee all accounts, ledgers, and reporting systems, ensuring compliance with applicable Generally Accepted Accounting Principles (GAAP) and regulatory requirements. Maintain internal control safeguards, along with all audit activities.
- Analyze financial reports in an accurate and timely manner; clearly communicate monthly and annual financial statements; collate financial reporting materials for all donor segments; and oversee all financial, project/program, and grants accounting.
- Prepare bank deposits, post cash receipts, process accounts payable, and reconcile credit card transactions.
- Perform basic troubleshooting to reconcile general ledger account balances with inquiries, as necessary, to obtain missing information or verify unusual data.
- Responsible for recruiting and managing the employee life cycle from on-boarding to off-boarding
- Process ADP payroll transactions for new hires, leave of absences, terminations, employee changes, timesheets, and other payroll activities.
- Administer Benefits Management including insurance and 403(b) and provide guidance to employees regarding benefits-related matters.
- 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 liaison 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 in a nonprofit setting
- Strong proficiency in Microsoft Office, specifically Excel and Word
- Familiarity with Sage Abila (MIP) Online
- Experience working with HRIS systems, ADP Run, or Workforce Now is a plus
- Excellent written and oral communication skills
- Ability to work collaboratively as well as independently
- 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 COVID-19 vaccination. No exemptions

Preferred

- Associate's or Bachelor's degree in accounting, finance, or related field or commensurate experience
- Experience with Sage Abila (MIP) Online
- Experience with Microsoft Office 365

Work Environment and Conditions

This is a full-time, exempt position. The ArtsFund staff currently works according to a hybrid workplace schedule. ArtsFund reserves the right to alter location work requirements at any time. Applicants must have the ability to commit to a consistent schedule within standard office hours, Monday through Friday; the ability to work remotely with reliable internet access (hardware will be provided); and to work in the state of Washington.

Compensation

The salary range is \$60,000 - \$70,000, based on skills and experience. Generous benefits and PTO package including health/dental insurance 100% paid by the employer, 403(b) with up to 3% match, transportation/parking stipend, three weeks' vacation to start, plus an additional two weeks where the entire office closes (week of New Year and week of July 4th).

To Apply

ArtsFund recognizes that an individual's lived experience is a valued skillset. We aim to diversify the voices of all decision-makers on our staff to reflect best the stakeholders that we serve. ArtsFund is an equal opportunity employer and is committed to workforce diversity. Black, Indigenous, People of Color, and 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 " Sr. Finance & HR Manager: your name." No phone calls, please; only applicants selected for an interview will be contacted.