



# ARTSFUND

**Title:** Finance and Operations 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.
- ArtsFund is an equal-opportunity employer and is committed to workforce diversity. LGBTQIA, Black, Indigenous, and People of Color, and people with disabilities are encouraged to apply

## Summary

The Finance and Operations 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, payroll, and office operations support. The Finance and Operations Manager work according to a hybrid workplace schedule. ArtsFund reserves the right to alter location work requirements at any time.

## Key Priorities

- Support finance operations: prepare bank deposits, coordinate, and post cash receipts, process accounts payable, reconcile credit card transactions, assist with budget preparation and tracking.
- Coordinate financial data and assist with monthly financial statements, month-end and year-end close
- Assist with preparing schedules and supporting documentation for the annual audit cycle.
- Process ADP payroll transactions for new hires, leave of absence, employee changes, timesheets, and other payroll activities.
- Serve as the communication point between staff and office building management or outside tech management.
- Support smooth office operations through front desk reception, which includes phone system management; pick up, sort, and distribute mail; order and maintain office supplies, etc.
- 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 or other Sage Accounting Software
- 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

**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 4% 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 skill set, 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. LGBTQIA, Black, Indigenous, and 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](mailto:jobs@artsfund.org), subject line " Finance & Operations Manager: your name." No phone calls, please; only applicants selected for an interview will be contacted.